



20 First Street • Colorado Springs, CO 80906
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CHANGE OF CLUB NAME REQUEST
Please Print or Type

Club Name _____ Club # _____

Proposed Club Name _____

Process for changing club name:

1. Club will submit completed request to headquarters.
2. Headquarters will search database for possible conflicts with request.
3. Request and research will be forwarded to membership committee SVC for approval.
4. Club will be notified via e-mail and mail of decision.

Upon approval, club will have 30 days (after notification) to forward the following documents:

1. Minutes from the meeting at which the name change was passed by board and/or club members
2. Copy of updated bylaws reflecting new name
3. List of current board members

Club Officer Signature _____ Member # _____

E-mail _____ Phone _____

Position _____ Date _____

For office use only	
Received at HQ - Date: _____	By: _____
Forwarded to SVC - Date: _____	By: _____
Membership Committee SVC: Approve _____ Disapprove _____	
Signature _____	Date _____