

Fill out this form and return it to the ASG office on the Pendleton Campus in Pioneer hall.

I am interested in your Club:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Add any additional information that you may need to make contact with a student. An ASG officer can collect these and deliver them to the designated club advisor/leader.

Or email at:

youremail@bluecc.edu

**Contact Information should include:**

- Club Advisor or President
- Number to Call if Interested
- Webpage URL
- Email address
- Physical Address

Pictures should be used in high quality resolution for printing, think of cohesive colors and symbols. Pictures of members and events are eye catching as well as symbols to draw a particular audience. For example a book club may have a picture of a stack of popular novels to entice fellow readers to join.

Try right clicking on the current picture and choosing the Change Picture option on the menu then select your picture from your library so that the image is true to fit on the brochure.

*“Quotes are an excellent way to demonstrate your success and put emphasis on your values. They also add visual interest to your content.”*

- Kim Abercrombie



## NAME OF CLUB

Club Description  
More Description





## What We Do Overview

Think of what interested you in creating/advising/joining the club. What would you say to someone to convince them that this club would be a good use of their time? Tailor your text to your audience, who are you trying to reach?

- Use bullets to itemize lists
- Keep your bullets short
- Start each bullet with an action word
- Don't use more than a few bullets in a row

## Our story

Use conversational text when you can. Write to your reader as if you were having a conversation with him or her over a meal.

Keep your words simple. Don't use a longer word than you need to. For example, in most cases "use" is a better choice than "utilize."

## Events or Activities

List important events in bullets. Describe the purpose of your events and what activities you do. When do these events take place and how much time commitment is being in your club?

- Use bullets to itemize lists
- Keep your bullets short
- Start each bullet with an action word
- Don't use more than a few bullets in a row

## Get Involved

Why are you a club? What purpose do you serve and why would someone be interested in getting involved?

Keep your words simple. Don't use a longer word than you need to. For example, in most cases "use" is a better choice than "utilize."

## Officer Positions or More Information

The most important information is included here on the inside panels. Use these panels to introduce your organization and describe specific products or services.

Use conversational text when you can. Write to your reader as if you were having a conversation with him or her over a meal.

## How to get involved

Contact information can be here as well as on the back panel of the brochure. This section should describe the process of joining the club and when meetings or gatherings occur.

*Quotes that pertain to your club are a great way for people to tell if they are interested in joining. For example an education club would use a quote like:*

*"Education is the most powerful weapon which you can use to change the world.  
Nelson Mandela*



Insert Photos of Members or Club Symbols/Insignia

## Contact Us

**Name of Club**  
2411 NW Carden Ave  
Pendleton, OR 97801

(555) 555-0123  
email@sample.com

Visit us on the web: [www.bluecc.edu/  
pagename](http://www.bluecc.edu/pagename) (copy and paste URL)