



New Club Proposal Form

Thank you for your interest in starting a new club or organization in Laguna Woods Village. Please review and understand the GRF-approved Recreation Department policies regarding clubs and organizations.

Club/Group/Organization Policy

1. Residents requesting to form a Club/Group/Organization must first submit a written request to Recreation staff stating the purpose and/or objective of the proposed Club/Group/Organization and the full name, signature, address and telephone number of 20 residents requesting membership in the new Club/Group/Organization.
2. Compliance with the rules, policies and procedures of GRF, including the guest policy, must be a condition for membership in the Club/Group/Organization.
3. The Club/Group/Organization must be organized for educational, social, cultural, recreational or other non-profit purposes. All GRF policies supersede any written rules or governing documents of Clubs/Groups/Organizations not directly in compliance with GRF policy.
4. The Club/Group/Organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted as a GRF approved function.
5. The Club/Group/Organization must be substantially supported by revenue from its members/sponsors and from up to two Recreation Department authorized fundraisers per calendar year. Relying exclusively on outside guest sales to support Club/Group/Organization activities is prohibited.
6. Executive club officers must be a resident member of Laguna Woods Village.
7. The Club/Group/Organization must have a minimum membership of 80% Laguna Woods Village residents.
 - o Non-residents may participate as "guests" and must be accompanied by a resident.
 - o Non-resident members may not invite their own "guests."
8. A current membership roster, updated contact information and annual club fee must be submitted to the recreation staff annually by March 31.
9. All forms of publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village residents and their guests only."
10. Although GRF recognized Clubs/Groups/Organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
11. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

To start a new club, complete the information below and provide the roster list. Submit the new club proposal form to the Recreation Department office either in person or by mail to:

Laguna Woods Village
 Attention: Recreation Department
 24354 El Toro Road
 Laguna Woods, CA 92637

Proposed Club Information

Club Name	
Club Statement of Purpose if you need more space, you are welcome to attach your statement of purpose on a separate sheet.	
Club Contact Name	
Club Contact Phone	
Club Contact Address	
Club Contact Email	

New club proposal applicant agrees that applicant has read the Club/Group/Organization policy:

Signature _____ **Date** _____

New Club Proposal Form

By filling out the below, I agree to be part of the new proposed club, _____.
(Club Name Here)

No.	Name	Signature	Resident ID No.	Telephone
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2				
3				
4				
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Every item in the chart above must be filled out completely and correctly in order for your club proposal to be considered.