

# Uttara University XYZ Club

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## Uttara University Event Sponsorship Form

- Club Name:
- Event Name:
- Event Details:
- Total Budget:
- Event/sponsorship description:
- Event start date (if known)
- Event end date (if known)

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- Sponsorship Company name:
  - Details of the Company:
  - Name (Representative of Sponsorship company):
  - Designation:
  - Phone number:
  - Sponsorship Types: Cash.... /Logistic Support.....
  - Sponsorship amount (If Cash):

# Uttara University XYZ Club

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December X, 2024

To: Dr. Mohammad Zahidul islam  
Director, Office of Student Affairs  
Uttara University

Subject: **Executive Body (EB) of UU XYZ CLUB for 2024-25**

Dear Sir,

It is my pleasure to propose the name of the following students as the Executive Body (EB) member of UU XYZ Club for the period of 2024-2025.

Position	Name	ID	Major	phone	CGPA	Credit Pass	Email
President (option 1)							
President option 2)							
Secretary/Treasurer (option 1)							
Secretary/Treasurer (option 2)							
Secretary/Treasurer (option 3)							
Member (option 1)							
Member (option 2)							
Member (option 3)							
Member (option 4)							
Member (option 5)							

It would be truly kind of you to approve the mentioned students in the given position for 2020-21 terms for UU XYZ Club and oblige thereby.

Sincerely,

Signature of Faculty Advisor

**Name of Faculty Advisor:**

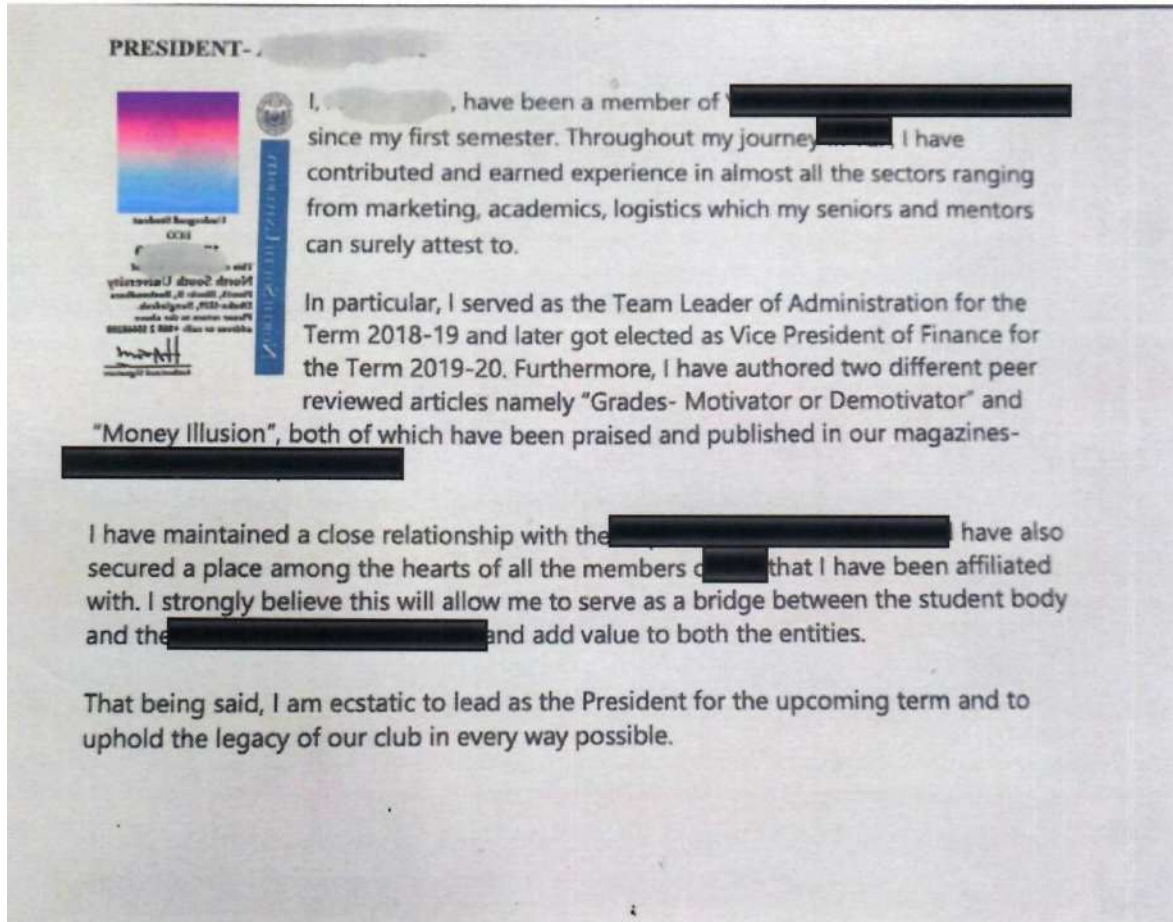
**Club's Name:**

**Uttara University**

**Information of All the Executive Body**

**A one-page Summary of a profile containing past contributions and a FUTURE plan (Attached with UU ID card)**

**President — Name of the President**



**(Sample)**

- Nature of the Club:**
1. Co-curriculum ( )
  2. Extra Curriculum ( )

**Attached is the Unofficial transcript of All EB's**

THE UNIVERSITY RESERVES THE RIGHT TO AMEND, ADD TO, OR ADAPT ANY PROVISION OF THESE CLUB RULES. SUCH AMENDMENTS WILL, HOWEVER, BE COMMUNICATED TO ALL STUDENT