

REQUEST FOR OFFICIAL RECOGNITION OF A STUDENT ORGANIZATION

Procedure:

Complete this form and submit to Student Senate. Student Senate will then take action on this at its next scheduled meeting. If approved by the Senate, the request will be forwarded to the Director of Student Outreach and Engagement for Administration approval. When approved, the form will be returned by the Director of Student Outreach and Engagement or the Student Senate President who will advise the organization President or Chairperson. **The policies and actions of the student organization should be determined by a vote of only persons who are registered students or faculty members.** Once an organization is approved, a request form should be submitted at the beginning of each academic year for purposes of up updating. Changes within an organization (new officers) should be reported to Student Senate or the Director of Student Outreach and Engagement as they occur.

Name of Organization _____

Statement of Purpose:

Membership Criteria:

How often will you meet?

Where will you meet?

Names of Officers:

President: _____ Phone: _____

My Mail E-Mail _____

Vice-President: _____ Phone: _____

Mail E-Mail _____

Secretary: _____ Phone: _____

Mail E-Mail _____

Treasurer: _____ Phone: _____

Mail E-Mail _____

Other: _____ Phone: _____

Mail E-Mail _____

Faculty/Staff Advisor: _____ Phone: _____

Advisor E-Mail: _____

Advisor's Signiture: _____

Approved:

Student Senate President Date

Director of Student Outreach and Engagement Date