

2016-2017 Student Organization Registration Form

A Student Organization Registration Form identifies the current officers, advisors, and SGA representatives. Student Organizations are asked to complete this form at the beginning of the Fall Semester and submit to the SGA Advisor. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted.

Name of Organization: _____

Meeting Location: _____ Day/Time: _____

(It is understood that the meeting place and time could change during the semester. Please keep us informed on any changes that may occur.)

Advisor: _____

Email: _____

Phone: _____

Advisor: _____

Email: _____

Phone: _____

Does your organization have a current, working constitution or by-laws? Yes _____ No _____
If yes and not already on file with the SGA Advisor, please attach a copy.

Has your organization held officer elections? Yes _____ No _____
If no, when are elections scheduled? _____

OFFICERS

President: _____ Phone: _____ E-mail: _____

Treasurer: _____ Phone: _____ E-mail: _____

SGA Rep: _____ Phone: _____ E-mail: _____

TRAVEL

Is your student organization planning to travel this year? Yes _____ No _____

If yes, when? (please list month & destination)

Fall: _____ Spring: _____

The organization's advisor or a designated College staff member must accompany the organization in all travel.

SGA Meetings

SGA Meeting will be held the 2nd Tuesday of each month in the Student Services Conference Room at 12:30pm. The SGA Constitution requires that the representatives from all student organizations attend all SGA meetings. If your student organization is interested in seeking funding from SGA, it is highly recommended that your student organization make an effort to attend and report on what the organization is doing.

I understand all guidelines and policies above and intend to keep the SGA Advisor informed of expenditures of funds and plans to travel.

President Signature: _____ Date: _____

Advisor Signature: _____ Date: _____