

Current Student Organization Yearly Re-application
Design Group

Name & Signature of Faculty/Administrative Advisor:

Name (Please Print)_____
Signature

Additionally, please provide the following documents: (see attached forms)

- **Pert or Gantt chart (or similar project scheduling document)**
- **Yearly budget/Allocation of funds**
Please provide a copy of your group's budget. It must include all funding sources and expenditures to be considered complete. (Refer to pg. 3 of application for one example.)
- **Activity assessment form** (pg. 4 of application)
- **A copy of your group's constitution/bylaws**

**** Your application will be considered incomplete until all required forms are completed and submitted. Please return all documents to L291**

Questions can be directed to Ellen Worsdall, e-worsdall@northwestern.edu, or Gwen Murphy, gwen-murphy@northwestern.edu.**

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Example

Calendar of Events:

Provide a list of events that you have sponsored this past year. Please list no more than 4 events per quarter. Also, please list funding sources from the past year as well as expenses paid for the event. To retain group status, you must sponsor at least one activity per quarter.

Sustainable Energy Group—Fall Quarter

Description of Events	Date	Description of Items Purchased	Cost/Number of Items
Chapter Meetings (once a month)	12/3, 6-8pm	Refreshments for meetings—pizza and soda	Pizza--\$50 (6 large) Soda--\$10 (2 12 packs)
Leadership Conference (first Sat. in Dec)	12/1 9am-12pm	Room reservation fee	\$50
		Food for 200 people—Potbelly’s caters	\$800—sandwich, drinks
		Newspaper ad	\$50
		T-Shirts	\$100-10 shirts
Movie Night	10/6, 6-9pm	Movie Rentals	\$10 (4 rentals)
		Snacks for chapter members—popcorn and soda	Popcorn--\$20 (5 boxes) Soda-\$10 (2 12 packs)
Alumni Speaker	9/29, 9am-12pm	Refreshments—Norris caters	\$300—beverages, cookies
		Room reservation fee	\$50

Please include possible funding sources to support the above events:

Funding Source:	Amount:
Selling programs at football games	\$1,000
Thank-a-thon –having students write thank you notes to other students—charge \$3/note	\$500
Membership dues	\$200—20 students/\$10 dues
Corporate donation from Potbelly’s	Estimated value \$100 (20 sandwiches)

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Provide an assessment of the year's activities/competition. Specify things that went well and activities that require improvement:

Please discuss how you intend to improve upon the year's activities. Do you think the events helped to fulfill the group's mission?

Explain: