

New Student Organization Recognition Application
Special Interest/Departmental Group

Officer List/Organizational Structure: _____

Election Process for Officers (Please go into detail concerning procedure): _____

Name & Signature of Faculty/Administrative Adviser:

Name (Please Print) Signature

Will your organization require any significant space requirements? Circle: Yes No

If yes, please explain: _____

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

- **Calendar of Events** (pgs. 4-5 of application)
- **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.)

**** Your application will be considered incomplete until all required forms are completed and submitted. ****

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Example

Calendar of Events:

Please provide a list of proposed events that you would like to sponsor. Please list no more than 4 events per quarter. Keep in mind however, that you would need to list plausible funding sources, as well as list probable expenses for the event. Additionally, to retain group status, you must sponsor at least one activity per quarter.

Example:

Sustainable Energy Group—Fall Quarter

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

Fall Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Winter Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Spring Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

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Summer Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Please include possible funding sources to support the above events:

Funding Source:

Amount:
