

**New Student Organization Recognition Application  
*Design Group***

Date:

Name of Organization:

Name & Email of Student Submitting Application:

List of Interested Students (Must have at least 12 students interested. Please include name, email address, and class year).

Name Email Class Year

1.

2.

3.

4.

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12.

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| --- | --- | --- | --- | --- |
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What is the mission/objective of the organization?

Is this organization affiliated with a larger national organization?

If yes, are there regional/national competitions?

If yes, what other schools participate?



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Officer List/Organizational Structure:

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

Will your organization require any significant space requirements? Yes No

If yes, please explain in detail the type of space you would need (please include details such as how often you will need access to the space, whether or not the space needs to be secured, the size of the space you will need, and how the space will be used):

If yes, have you spoken with your advisor to see if he/she can secure any space for your organization within their department/lab? Yes No

If yes, please explain.



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Additionally, please provide the following documents:

**Calendar of Events**   
Please provide a list of proposed events that your group plans to sponsor. Please list no more than four (4) events per quarter (Fall, Winter, Spring, Summer). Make sure you list the funding sources as well as the potential expenses for the event(s). Please note, in order to retain group status, you must sponsor at least one activity per quarter.

**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.

***Name and Signature of Advisor***

*Please note that your advisor must be a Northwestern University employee.*

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If necessary, please attach additional pages to complete your application.

You must submit all of the necessary paperwork in order for us to review your application. Please scan and email the completed application to Vanessa Magallanes, [vanessa.magallanes@northwestern.edu](mailto:vanessa.magallanes@northwestern.edu).