



Application for Continued Recognized Status



Club or Organization: _____

Contact Name: _____ Phone Number: _____

All Clubs must submit an application recognized status at the beginning of each academic year. If a club is inactive for one academic year that club will be placed on probation for one semester after submitting an application for recognized status. The Vice President for Clubs and Organizations and the Coordinator for Student Activities will contact an annual audit of all clubs and organizations determining probation or officially recognized status.

CHECKLIST

(VP of Clubs and Organization to initial upon completion)

- _____ Submit a roster of club members (5 required)
- _____ Name a president, vice president, secretary, and treasurer
- _____ Have a faculty, staff, or administrator serve as an advisor and sign advisor's manual
- _____ Create a mission statement that identifies the purpose of the club or organization

A Club on probationary status:

- Must hold a minimum of two meetings, one where the advisor is present.
- Is not be eligible for SGA funds unless co-sponsoring programs
- Must conduct programs

An Official Recognized Club or Organization may:

- Hold regular meetings and turn in minutes 48 hours after meeting.
- Eligible for SGA funds.
- Must hold two programs each semester: One program must be in conjunction with Campus Activities Board.

On this day _____ of _____, 20____, the Club or Organization named above is:

_____ Placed on Probationary status

_____ Officially Recognized

Comments:

Vice President of Clubs and Organizations

Club or Organization President