



### New Student Organization Information Sheet

**Congratulations on becoming a recognized student organization!**

In order for the Student Center to keep accurate records, be in contact with the right people, and publicize your organization on our website and in our publications, we need to collect a little information from your group. *Please complete the following information and submit to the Constitution Committee Chairperson prior to recognition by Student Assembly.*

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#### General Information

Organization Name: \_\_\_\_\_

Description of Organization for website/publications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Organization Leadership

President: \_\_\_\_\_ Email: \_\_\_\_\_

Vice President: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Secretary: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

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\_\_\_\_\_  
Signature, Constitution Committee Chair

\_\_\_\_\_  
Date

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Received by Student Activities Office: \_\_\_\_\_