

# Student Organization Annual Registration Form

FY 18 (Academic Year 2017-2018)

*Please note: This form should also be filled out any time officers or advisors change. If this form is not submitted by **September 30, 2017** Student Life will not process any paperwork (e.g. event registrations, funding requests, travel forms) until this form is completed and on file.*

**Student Organization Name:** \_\_\_\_\_

**Officers/Advisors Information** (please type):

***Please replace the titles with officer positions that are relative to your organization***

**President:** \_\_\_\_\_ **X Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **X Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **X Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **X Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Meetings

Student organizations are required to meet at least once monthly during the fall and spring semesters on any Waubonsee Campus and must have at least 10 members.

*(Contact Student Life Office to book rooms for meetings.)*

List date, time and place of all monthly meetings:

**Our organization agrees to the following (please initial next to each):**

\_\_\_\_\_ To abide by policies set forth in the Registered Student Organization Handbook, Student Handbook and Waubonsee Community College administrative policies and regulations.

\_\_\_\_\_ To abide by local, state, and federal laws and ordinances and to avoid unlawful actions in connection with any of their activities.

### Person Completing Form:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **\*Student Organization Registration is due September 30, 2017\***

If this is not on file, Student Life cannot process any paperwork (event registrations, funding requests, travel paperwork, etc.) related to student organization business until it is completed.