



SHSU Organizations

Organization Update Form

(updated 8/2008)

To maintain status as a registered student organization, each organization needs to update their information with Student Activities at the beginning of the fall and spring semesters and before the summer semesters. Please complete this form and return it to the Student Activities office located in LSC 328, or through Campus Mail Box 2507 by 5:00 p.m. no later than **WEDNESDAY, SEPTEMBER 10TH**. If you have any questions, please call us at 294-3861. **No late forms will be accepted, and as a result, your organization will not receive any offered services from Student Activities.**

ORGANIZATION INFORMATION :		Although you may have supplied this same information on a past update, please resubmit.
Official Organization Name:		
National Affiliation (if applicable):		
Academic Department Affiliation (if applicable):		
Organizational Email Address:		
What is the purpose of your organization?:		
When are elections held?:		
Number of current members:		
Membership qualifications: (GPA requirements, classification, major, etc.)		
Are members required to pay dues? If yes, how much?		
When is the regularly scheduled meeting?		

President's Contact Information: Please fill out the following information so that we may maintain communication effectively.

Name: _____

Phone Number: _____ Email Address: _____

Address: _____

City/State/Zip: _____

When will this contact information expire?: _____

Vice President's Contact Information: Please fill out the following information so that we may maintain communication effectively.

Name: _____

Phone Number: _____ Email Address: _____

Address: _____

City/State/Zip: _____

When will this contact information expire?: _____

Advisor Information: Advisors are key components within organizations. He or she should serve as a resource person, provide your organization with consistency over the years, and keep you informed about University policies and procedures. If your organization is currently without an advisor, please inform Student Activities immediately. Your organization is responsible for providing your advisor with a list of all officers and their SAM ID's and a member roster when possible.

On campus advisor: _____ Phone: _____

Department: _____ Mailbox Number: _____

Email Address: _____

Advisor Signature *(this form is invalid without a signature)*: _____

Does your organization also have an off-campus advisor? Yes No

If yes, please fill out the following:

Name: _____ Phone: _____

Officer Information: Please fill out the following information for all officers. This information allows our office to have additional contacts within your organization. We also keep this information in your organization's permanent file, so it could be a key resource in building an alumni roster for your organization. If you have additional officers, please include their information on a separate page.

OFFICE HELD	NAME	PHONE	E-MAIL

-FOR OFFICE USE ONLY-

Date Received: _____ Received by: _____ Organization Coordinator Approval: _____