

OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP

Student Organization Update Form

Favrot Student Union, 218 – x3334

This form is not a substitute for the application to register your organization. **IF YOUR ORGANIZATION DID NOT REGISTER IN THE FALL SEMESTER, DO NOT COMPLETE THIS FORM.** Please complete the charter renewal form. This form is to be used only to UPDATE INFORMATION AND TO RE-CERTIFY FOR THE SPRING SEMESTER. All information must be current with the Office of Student Engagement & Leadership. (SEAL). You are required to submit new information within 7 days of any changes; this includes changes to the organizations' constitution (national or campus chapter) organization leadership and advisor. Membership roster must be current for each semester. **COMPLETE ALL** information below to register for the **spring** semester.

Please type information

Name of Your Organization _____ Chapter _____

Name (President): _____ Telephone Number _____

Your organization's official **GSUE**-mail _____ Semester _____ Date: _____

✓ **For changes check** nature of change: Organization Name Change _____ New Organization Officers _____

Organization Purpose _____ New Advisor _____

	President	Vice President	Secretary	<i>Treasurer</i>
Name				
Student ID Number				
Local Address				
City/State Zip Code				
Telephone				
<i>Personal Email</i>				
<i>Signature</i>				

Organization

Address: _____

Telephone: _____

New Meeting Day/Times/Location _____

Organization Purpose: _____

Semester Membership Intake Information

Will your organization conduct membership intake this semester ____ Yes? ____ No?

If yes, please submit authorization form national office prior to beginning intake activities.

Membership Dues \$ _____ This is an increase of \$ _____

SOC Representative or GSU-NPHC Council Delegate(s): _____

Address: _____

Pho. #: _____ Cell # _____ Email: _____

Advisor One (Senior Advisor)	Advisor Two (Assistant Advisor)
Name:	Name:
Address:	Address:
Department:	Department:
Phone Number:	Phone Number:
Signature	Signature

If this is a new advisor, a signed resignation memo/statement from the prior advisor must accompany this form; or, the past advisor may notify this office via email that they are no longer affiliated with this organization)