

**Application for Student Organization**

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

Organization Name: \_\_\_\_\_ Year Founded (Approx.): \_\_\_\_\_

Type of Application:  New  Renewing

Type of Organization:  Chartered **OR**  Recognized

Organization Classification (check all which apply):

- Academic  Cultural  Club Sport  Greek
- Honorary  Faith-based  Media  Multi-Ethnic
- Performance  Political  Special Interest

Organization's Purpose

***Officer List***

**President/Co-President:**

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

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

Campus Box: \_\_\_\_\_

**Alternate Officer (Optional):**

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

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

Campus Box: \_\_\_\_\_

**Vice-President/ Co-President:**

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

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

Campus Box: 1163 \_\_\_\_\_

**Alternate Officer (Optional):**

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

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

Campus Box: \_\_\_\_\_

**Treasurer:**

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

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

Campus Box: \_\_\_\_\_

**Advisor:**

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

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

Office: \_\_\_\_\_

Organization's Officers: Titles, Roles and Responsibilities

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Elections process for Organization's officers

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Organization's Expectations of the Advisor

Advisor's Expectations of the Organization

If renewing, on average, how many students attend meetings/events? \_\_\_\_\_ / \_\_\_\_\_

Does the Organization have a selection process?  Yes  No

If yes: Is the Organization's selection process based on:

Auditions  Bids  Academic Standing  Other: \_\_\_\_\_

Does the Organization have dues:  Yes  No

If yes: How much are the dues per semester per student: \$ \_\_\_\_\_

May students get dues waived:  Yes  No

If the Organization has a selection process or has dues, submit a constitution and/or bylaws at the end of this document detailing this process.

Is the Organization associated with any external organizations:  Yes  No

If yes: Name of external organization: \_\_\_\_\_

What is the website of the external organization: \_\_\_\_\_

What type of tax status does the external organization have:

501(c)(3)  501(c)(4)  501(c)(6)  527  N/A  Other: \_\_\_\_\_

Does your organization travel off campus?  Yes  No

Is there a posed physical risk for the students involved in the Organization:  Yes  No

If yes, recognize that the College may require a waiver to be signed by members of the organization.

If a waiver already exists for the Organization, add it to the end of this .pdf file.

For renewing organizations, this application is due on Friday at noon on the 7<sup>th</sup> week of spring semester.

For new organizations, this document is due on Friday at noon of the 3<sup>rd</sup> week of either fall or spring semester. Failure to submit this document will result in the inactivation of the Organization until the next submission period.

This form shall be submitted to the Assistant Director of Student Activities digitally with the name of the .pdf file being the full organization name followed by the year submitted and then "Charter" without spaces (i.e., "CampusCouncil2013Charter" or "StudentGovernmentAssociation2010Charter"). Please send the email to [studentactivities@wooster.edu](mailto:studentactivities@wooster.edu) with the subject of the email being "Application" followed by name of organization. Please Carbon Copy (Cc.) the advisor of the Organization on this email.

Any supplemental information should be merged with this document in the submitted .pdf file (To learn how to merge .pdf files, please use Google).

Supplemental information includes but is not limited to: Constitution, selectivity processes, affiliations, by-laws, meeting procedures, etc.

Failure to complete or inaccurately completing the application or failure to follow instructions found within this document will result in the immediate rejection of the application.

By checking the following boxes and submitting this form, the officers and advisor listed above have read and agree to abide by the following documents as found *The Scot's Key*:

- The Code of Social Responsibility
- The Code of Academic Integrity
- The Wooster Ethic