Completed forms must be submitted to the Student Organization Resource Center (SORC) in Walb Union, Room 214 by **October 1st for fall semester** and **February 1st for spring semester**.

All officers must be currently enrolled Purdue Fort Wayne students. All officers are required to complete officer training to complete this recognition process. The officers listed below are responsible for assisting newly elected officers in informing the Student Life office of changes in officers, i.e. re-recognition of the organization.

Violation of these requirements will result in recognition cancellation.

The information is for use by Purdue Fort Wayne staff only; however, names and emails will be shared on the Purdue University Fort Wayne website.

### Official Name of the Organization:

- Current Organization
- Revision
- New Organization
- Is the organization nationally affiliated? □ Yes □ No

### Type of Organization:

- ○ Club Sport
- ○ Departmental
- ○ Diversity/Cultural
- ○ Honorary
- ○ Religious
- ○ Social Greek
- ○ Special Interest

#### PRESIDENT or CHAIRPERSON:

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Student ID</th>
<th>User Name</th>
<th>Signature</th>
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#### VICE PRESIDENT or VICE CHAIRPERSON:

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Student ID</th>
<th>User Name</th>
<th>Signature</th>
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#### TREASURER or FINANCIAL OFFICER:

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<tr>
<th>Name (print)</th>
<th>Student ID</th>
<th>User Name</th>
<th>Signature</th>
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#### SECRETARY or ADMINISTRATOR:

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<tr>
<th>Name (print)</th>
<th>Student ID</th>
<th>User Name</th>
<th>Signature</th>
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#### FACULTY ADVISOR:

Thank you so much for supporting our student organizations. We could not have a thriving student body without you!

As an organization advisor, there are several obligations you agree to do, that include, but are not limited to the following:

1. Maintain contact information of all officers for this organization. (Information will be supplied by an officer of the organization.)
2. Seeing that you are notified of organization’s activities (meetings, events, etc.), and ensuring that officers are entering all such activities in community alone with attaching the proper paperwork/bringing documents into the Student Life and Leadership Office.
3. Ensuring that all financial transactions are done in accordance with the policies and procedures of Bursar’s office, Ketler Hall G57.
4. Conducting monthly meetings with an appropriate officer of the student organization to read and review the financial statements of the Student Organization Account, via phone or email.
5. Contracts must follow current guidelines set forth by Purdue University Fort Wayne. Arrangements for contract negations must be made by contacting the Business Manager for Student Affairs at (260) 481-0723 after a thorough advisor review.

- □ New Advisor for this organization
- □ Same Advisor for this organization

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Email</th>
<th>Office Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td>Office Building &amp; Room #</td>
</tr>
</tbody>
</table>

**Office Use Only:**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>SSL Initials</th>
</tr>
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</table>

**Verification & Routing:**

- □ Dean of Students’ Verification
- □ Community Updated
- □ Website Update Requested
- □ Update shared E-mail Account
- □ New officers notified of shared E-mail

- □ Training Available For Officers
- □ Officer Training Complete
  - □ President
  - □ Vice President
  - □ Treasurer
  - □ Secretary
  - □ Advisor (Recommended)
  - □ FACES Updated and Verified
  - □ Form Sent to Bursar’s Office

Purdue Fort Wayne is an Equal Opportunity/Equal Access University. 05-11-855

Form Revised 7/2019