

What We Need From You...

In order to receive a charter you must first complete a chartering application and submit it to the Joint Campus Organizations Committee.

To start an application you need to submit a Letter of Intent, find a Faculty or Staff person to serve as advisor and submit an Alcohol Policy Acknowledgement Form.

Letter of Intent

The Letter of Intent should state the name and purpose of the organization you are trying to charter. If you want to submit your own Letter of Intent make sure it contains all the features of the form provided, including signatures.

An “Acknowledgement of Alcohol Policy” Form

Detach and read both the Acknowledgement Form and the actual policy itself. Please complete the Acknowledgement Form by getting signatures from the President of the organization and the Advisor

NOTE: Once you have completed these two forms, you may turn them into the Student Organizations Resource Center. Once these forms are submitted the organization has “pending status.” This will allow you to reserve rooms as well as other privileges while you are going through the chartering process.

Membership List

Make sure that you fill out the membership list with at least ten members. Remember we have to be able to verify that these are actually members; so make sure the information provided is up to date.

SGA Compliant Constitution

Consult the Constitution Template and Constitution Checklist provided in this packet to write your Constitution. Feel free to model your Constitution after the example.

Once you have completed these items make sure you turn them in promptly to the Student Organizations Resource Center Rm 141 of the Student Services Building.