

**Application for Student Organization**

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

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

Type of Application: ☐ New ☐ RenewingType of Organization: ☐ Chartered **OR** ☐ Recognized

Organization Classification (check all which apply):

- |                                      |                                      |                                           |                                       |
|--------------------------------------|--------------------------------------|-------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Academic    | <input type="checkbox"/> Cultural    | <input type="checkbox"/> Club Sport       | <input type="checkbox"/> Greek        |
| <input type="checkbox"/> Honorary    | <input type="checkbox"/> Faith-based | <input type="checkbox"/> Media            | <input type="checkbox"/> Multi-Ethnic |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Political   | <input type="checkbox"/> Special Interest |                                       |

Organization's Purpose

**Officer List****President/Co-President:**

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

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

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

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

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

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

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

**Treasurer:**

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

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

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

**Alternate Officer (Optional):**

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

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

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

**Alternate Officer (Optional):**

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

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

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

**Advisor:**

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

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

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



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