

STUDENT ORGANIZATION INFORMATION SHEET

Organization Name: _____

Faculty Advisor: _____

President: _____

 Address: _____

 Phone: _____

Vice President: _____

 Address: _____

 Phone: _____

Secretary: _____

 Address: _____

 Phone: _____

Treasurer: _____

 Address: _____

 Phone: _____

- A. Is your Organization a member component of a National or International Organization?
If so, please name.

- B. Does your Organization pay National or International dues?
If so, how are the dues assessed? How much?

- C. What are your long-term organizational goals?

- D. What are your short-term organizational goals?

- E. Does your Organization participate in a National or International convention? If so, when and where will the next convention take place?
- F. How many people do you plan on sending to the convention?
- G. If any, what is the registration fee?
- H. Does your Organization anticipate putting on a major speaking event at Chicago-Kent during the _____ semester? If so, please give **SPECIFIC DETAILS** known at this time. {use a separate sheet if necessary}
- I. What were the results of your _____ (previous academic year) fund-raising efforts?
Please provide methods and figures.
- J. What are your fundraising plans for the upcoming semester?
Please provide methods and anticipated figures.
- K. Do you charge Chicago-Kent students a membership or application fee? If so, please provide the amount charged per student and number of students who paid.

- L. During the previous semester, what activities (other than speaker events) did your Organization contribute towards that benefited the student body?
- M. During the _____ (previous semester year) semester, did your Organization arrange any speaker events open to the entire student body to attend? If so, please provide name(s) of speaker(s), topics discussed, and the estimated number of attendees.
- N. How does your Organization plan to maximize the involvement of the Evening Division student population?
- O. Do all of your members receive a copy of your Organization's Constitution and By-Laws? Please attach one copy of your Constitution and By-Laws to this form.
- P. How many student meetings did your Organization have during the previous semester?
- Q. Does your Organization record meeting minutes? If so, do all of your members have access to the meeting minutes?

R. How are budget requests determined by your Organization?

Who completed this form: _____

Date completed: _____



SBA USE ONLY:

PR: _____ TR: _____ FOR: _____

Comments: