

**Chicago State University
Student Activities Center
Recognition Packet
2007-2008**

Complete and Return to:

**Student Activities Center no later than May 18, 2007
Cordell Reed Student Union
Suite 260
773/995-2300**

**Chicago State University
Student Activities Center**

**Membership Roster
(President, Vice President, Treasure and 3 General Members)**

Name	Position	Email Address	Mailing Address	Telephone #	Last four digits of ss#

VERY IMPORTANT

You must select an on campus advisor (full time faculty or staff member) to work closely with your organization. The advisor should be selected and voted on by the membership and you may select no more than two. Please review the advisors role and responsibilities detailed below and have your advisor and president sign below.

Advisors Roles and Responsibilities

All student clubs/organizations, fraternities and sororities must have a faculty or staff advisor who is recommended by the student members. The advisor is responsible for assisting students with the development of programs and activities, supervising these activities and attending functions. Advisors are also required to sign off on all paperwork submitted by the club/organization (facilities request forms, DPV, contracts etc...). Please note that students are prohibited from contracting vendors. It is the responsibility of the advisor to make the verbal and written contact with all vendors. All contracts must be

approved by the Office of Legal Affairs and signed by the President. It is therefore, imperative that sufficient time is allotted for all of the necessary steps to occur. An advisor may not serve as advisor to more than two organizations.

Specific duties of an advisor:

- a. To attend all meetings and activities sponsored by the organization and ensure that such activities are properly supervised;
- b. To supervise financial transactions and planning (all direct payment vouchers and purchase requisitions must be signed and approved by the advisor);
- c. To facilitate the exchange of information, policies and guidelines between the organization, the Student Activities Center and the Student Government Association;
- d. To provide guidance and assistance to clubs and organizations as to insure that appropriate procedures are followed for utilizing CSU equipment, facilities, and services;
- e. To aid student leaders in establishing a fair and orderly decision-making process within the organization;
- f. To insure that all student officers, elected or appointed, are in good academic standing (cumulative GPA must be a 2.5, Presidents and Vice Presidents must have completed a minimum of 60 college credit hrs.).

Advisors signature_____

Co-Advisor_____ (optional)

Club/organization

President _____

DO NOT WRITE BELOW THIS LINE

DATE OF SUBMISSION TO STUDENT ACTIVITIES
OFFICE: _____

DATE OF APPROVAL: _____

SIGNATURES:
Director Student Activities _____
Coordinator _____

Organizational budget page
Please submit additional budget pages if necessary

Club/Organization name

Event

Purpose

Educational

Cultural

Social

Name of event/activity	Total cost of event	Expected fundraising for this event	Amount requested
Example: Homecoming parade	\$500.00	\$100.00	\$400.00