

Officer Update Form

Return this form to Danielle McDonald, Student Involvement Center, 2211 Student Center Commons

Not returning this update form may jeopardize your organization's status as a chartered student organization

Attach additional pages as needed

Organizational Info

Name _____ Phone _____

Also Known As _____ Mail List _____

Address _____

Email _____ Number of Members _____

Web Page _____ Dues _____

Meeting _____

Day/Time Weekly Bi-Weekly Monthly Semester

Elections: Fall Spring
 Summer

Meeting Place _____

Organization Description _____

President/Chairperson/Organization's Leader Info

Name _____ PO Box _____

Email _____ Phone _____

Advisor's Information

Name _____ Dept _____

Address/ _____

Mail Code _____ Email _____

Phone _____

Officer Information

VP Name _____ PO Box _____

Email _____ Phone _____

Sec. Name _____ PO Box _____

Email _____ Phone _____

Treas. Name _____ PO Box _____

Email _____ Phone _____

Other Office _____

Name _____ PO Box _____

Email _____ Phone _____

Please note that this form does not in any way supersede or replace the Alcohol Policy that must be signed upon any change in officers for the group.

Officer Signature: _____ Date: _____

If you are no longer the person in charge of your organization, please provide this form to the new leader immediately.