University of Missouri – Kansas City

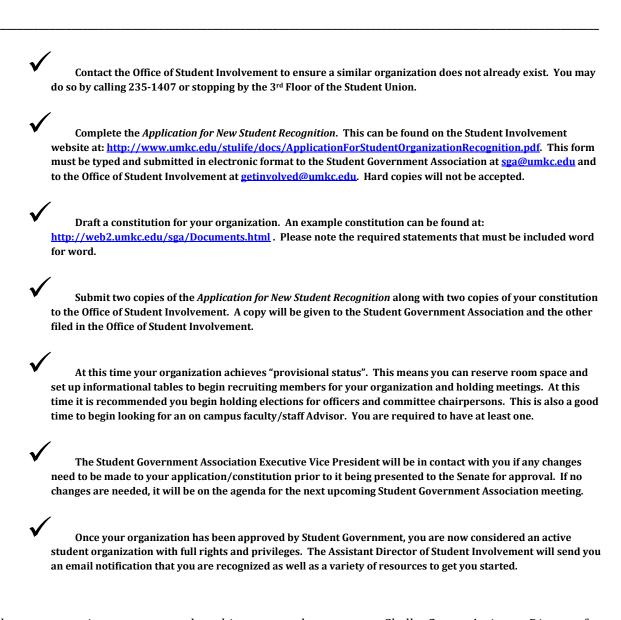
Application for New Student Organization Recognition

<u>Signatures of Support:</u> Please provide signatures of at least ten studer who support this organization.	nts currently enrolled at UMKC
Name/Student ID#/Email	
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<u>Advisor:</u> Please provide the name of your on campus faculty/staff advadvisors if you wish. Note: All student organizations are required to ladvisor.	
Name/Department/Email/Phone	
<u>Constitution</u> : Please attach the constitution for your organization. Th document can be found at: http://web2.umkc.edu/sga/Documents.ht	
On behalf of this organization and with its authority, the undersigned p organization will abide by all federal, state and local laws as well as the University of Missouri – Kansas City.	_
	D .
Student Representative:	Date:
Advisor:	Date:
<u>Please see attached documents</u> :	
*New Student Organization Checklist	
*Privileges of a Recognized Student Organization	
*Criteria for Continued Recognition	

Updated May 2010

Student Organization Leader Tips

Checklist for forming a new student organization



If there are questions as you complete this process, please contact Shelby Coxon, Assistant Director for Student Involvement at coxons@umkc.edu

Privileges of a Recognized Student Organization

- The right to hold meetings and events in available university facilities
- The use of university services, where applicable
- The use of the university name or logo, pending approval from University Communications in connection with publicity, except where specifically prohibited
- The right to request funds from the Student Government Association or its funding agencies, such as the Student Activity Fee Committee (SAFC) or the academic unit student councils
- The right to obtain a UMKC domain for website use as well as an email address and listsery
- The use of a mailbox in the Office of Student Involvement (when available)

Student Organization Leader Tips

Steps to ensure continued recognition of your student organization

To ensure your student organization is considered active you must:

- Have your most current constitution on file with the Office of Student Involvement.
 - Note, in 2004 all student organizations were required to update their constitutions with 3 required statements. If your constitution has not been updated and submitted since that time your organization is in violation and is not recognized.
- Have at least one of your members attend the funding workshop each fall. Make up
 workshops are provided in the spring for those that need to regain status or were a newly
 recognized organization that previous semester. The workshop dates and locations are
 posted on our website at: http://www.umkc.edu/stulife/student-organizations.asp
- Submit an *Officer Listing Update form* every semester regardless if the information has changed. This form is due by the third week of classes every semester and can be found at: http://www.umkc.edu/stulife/forms.asp

If there are questions regarding your organization's status, please contact Shelby Coxon, Assistant Director for Student Involvement at coxons@umkc.edu.