

2013-2014 FALL/SPRING Student Organization - Officers and Membership Listing

THIS FORMS MUST BE SUBMITTED AT THE BEGINNING OF EACH SEMESTER TO REMAIN AN APPROVED & RECOGNIZED RMU SGA ORGANIZATION

Instructions for submitting your organization's membership information:

- This form can not be submitted on-line. You must download the file.
- Complete all four (4) sections.
- Required to obtain all names, phone numbers, and email address.
- You may copy pages 2, 3, & 4 if additional pages are required.
- Obtain signature of your Faculty Advisor.
- Attach all pages and submit to Office of Student Life

IMPORTANT: The membership information provided is submitted for the 2013-2014 Student Engagement Transcript. The information is listed under the Leadership Section of the SET. It is important that the information is accurate and complete.

I. Name of Organization: _____

Meeting Schedule

Indicate: Day and if Monthly, Weekly, or Bi-weekly meeting

Time of Meeting

Indicate start and ending times

Meeting Location

Must submit a room request form
Room selections must be approved by Student Life Office

PLEASE PRINT ALL INFORMATION CLEARLY

II. EXECUTIVE BOARD/OFFICERS

NAME (PRESIDENT)

EMAIL

PHONE #

NAME (VICE PRESIDENT)

EMAIL

PHONE #

NAME (SECRETARY)

EMAIL

PHONE #

NAME (TREASURER)

EMAIL

PHONE #

Term of office dates: Beginning _____ to _____

III. COMMITTEE CHAIR/POSITION

Name (Last, First, M.I)	Email Address		Name (Last, First, M.I)	Email Address

IV. Membership Listing

Name (Last, First, M.I.)	Email Address		Name (Last, First, M.I.)	Email Address

IV. Membership Listing Continued

Name (Last, First, M.I.)	Email Address		Name (Last, First, M.I.)	Email Address

SECTION V.

PERSON COMPLETING THIS FORM: _____ PHONE: _____ Email: _____

FACULTY ADVISOR: _____ PHONE: _____ Email: _____

DATE: _____

**Return completed and signed form to: Student Life, Nicholson Center, 2nd Floor
 Phone: 412-397-6489 - Email: studentlife@rmu.edu**