

PLU Recognition Form for Clubs and Organizations

Date _____

This form is to be completed by any group seeking recognition as an Independent PLU Club or Organization. Official recognition is required for any student group desiring to: use university space; advertise on-campus; present themselves as a PLU student organization on-campus or in the community; sponsor speakers on campus and/or conduct fundraising activities.

Proposed name of group _____

Description of group purpose _____

Type of Club or Organization

- Academic/Honors Societies
 Athletic/Recreation
 General Interest
 Performance & Creative Interest
 Religious/Spiritual
 Diversity, Social Justice and Sustainability/Civic Engagement

List of Charter Members

Provide 7 signatures and printed names of group members. **Current PLU students only.**

Signature	Printed Name	PLU ID#	Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Logistics

Meeting Times	Proposed meeting schedule: Meetings will occur _____ (weekly, monthly, etc.)
Financial Information	Organizational dues to be assessed: \$_____ per _____ (week/month/semester/other) Other sources of funding _____
Advisor(s)	_____

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Leadership Positions

Please indicate primary contact with an asterisk "*".

Office	Name	Student ID #	Email

Advisor Agreement

An advisors agrees to:

- Be aware of the rules and regulations (state, federal & PLU), which pertain to student organizations and its members
- Monitor and supervise club travel
- Be available to the officers as well as other members of the organization for consultation and mentoring
- Be reasonably available to the officers and other members to advise and assist in organization related problems or issues
- Stay up-to-date on what is occurring within the organization, as well as in the campus community
- Promote engagement and discussion within the organization and the campus as a whole
- Not let personal goals and/or motives interfere with or influence group decisions, activities, or goals
- Clarify their role as advisor to the organization as members see fit

PLU Clubs & Orgs asks that the Advisor has (at a minimum) regular meetings with the Club President to be kept abreast of club activities and/or any issues.

As the advisor, I will attend meetings:	1-on-1 meetings with the President will occur:	How will the club leaders keep the advisor updated about different club functions?
<input type="checkbox"/> Club Leadership Meetings <input type="checkbox"/> General Club Meetings <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____	_____ _____ _____

By signing you agree to the above outlined expectations and communication from staff of the Office of Student Engagement/PLU Clubs and Organizations.

Advisor Signature: _____ Email: _____

Primary Contact: _____ Email: _____

For Campus Life Use.

Approved By: _____ Date: _____