



Student Organization Full Charter Application

The Full Charter Application will be reviewed by the local Student Roundtable and the Office of Student Affairs in the months of April and November only. Student Organizations must have spent at least 6 months as an approved Charter Organization before submitting the full charter application. After submitting this application, you may not engage in any recruitment, promotion or marketing until you have received a written response from the Office of Student Affairs granting your provisional charter. You should take time to review the Student Organizations Manual for understanding of Seminary policies and procedures as well as the rights and responsibilities of student organizations.

General Information

Name of Organization: _____

President/Student Leader: _____ Phone: _____

Faculty/Administrator Advisor: _____

Membership Information

Provide the names and student ID numbers of all student members of the organization on a separate sheet of paper. Include name and roles of Executive Student Leadership.

Associations (update information if needed)

Does the proposed organization belong to a local, state, or national organization: YES NO

Name of Associated Organization: _____

Address: _____

Representative: _____ Phone: _____

Meeting Information

Center(s): _____

Day: _____ Time: _____ Location: _____

Frequency of meetings: _____

Organizational Structure: *Include a copy of your organization structure. A sample copy is available addressing the primary questions that need to be answered to be considered for full charter as a student organization.*

Successful Programing: *Please describe some of the events/programs that your organization has successful led since receiving your provisional charter:* _____

Questions or additional information you may have for those reviewing this application?

For Office Use Only:

Date Application Received: _____
Date Application Reviewed: _____
Recommendation: _____

Date Recommendation Communicated to Applicant: _____