

Florida Agricultural & Mechanical University
Office of Student Union & Activities
CERTIFICATION CHECK LIST/INSTRUCTIONS (06/07)

******* FOR CLUB/ORGANIZATION RECORD USE ONLY *******

REQUIRED DOCUMENTS: Individual appointments for document submission.

Statement of Purpose

What club/organization is about? Why you think the organization should exist? Who will be served through this organization's existence?

Constitution and By-Laws

How you will be governed? Who will govern and what are their duties? What are the Rules/or requirements for membership?

Regional/National listing (if applicable)

Who oversees your organization? If your organization is a part of a larger governing unit (example: organization has a district, state, regional, national or international affiliation). You must supply a copy of the office contact organizational name, address, telephone number and e-mail address.

Membership Roster (minimum 15 members, excluding officers)

Required contact information includes: Name, student ID, e-mail address.

Note: Membership number minimum criteria for academic areas is determined by each school and college.

Officers Roster

Required contact information includes: Name, student ID, e-mail address, telephone number (number will be published), and position title. Officers must be enrolled for a minimum of 12 hours, graduate members a minimum of 6 hours.

Campus Advisor and Co-Advisor (Letters of Intent)

Required information includes: Name, work telephone number (published), emergency telephone number (will not be published), e-mail address, area of current employment, and position/title. It is requested that this letter be on area of employment letter head. A minimum of one advisor is required for every 45 members.

Activities List for School Year

Calendar of all planned activities for the academic year is required (Fall, Spring and Summer semesters - optional). The calendar of activities should include meetings, activities/events (dates, time, place, type), and travel. Calendar/or listing must be revised as required. A review of scheduled activities will be checked prior to approval of Facility/Event Request.

Organization Application Form

Application form for **NEW ORGANIZATIONS ONLY**. A review of documents with assigned staff is required.

Flyer Agreement Form

Agreement must be signed by an officer and advisor.

Campus Mailbox Rental

Mailboxes are available for a fee of \$35.00 per academic (Fall, Spring, Summer) year. Boxes secured during the Spring semester will be accessed the same cost of \$35.00 that will cover only the Spring and Summer semesters.