



Current Student Organization Yearly Re-application  
Special Interest/Departmental Group

Name &amp; Signature of Faculty/Administrative Advisor:

Name (Please Print)

Signature

Additionally, please provide the following documents: (see attached forms)

- **Calendar of Events** (pgs. 4-5 of application)
- **Yearly budget/Allocation of funds**  
Please provide a copy of your group's budget. It must include all funding sources and expenditures to be considered complete. (Refer to pg. 3 of application for one example.)
- **Activity assessment form** (pg. 6 of application)
- **A copy of your group's constitution/bylaws**

Your application will be considered incomplete until all required forms are complete and submitted. Please email to [e-worsdall@northwestern.edu](mailto:e-worsdall@northwestern.edu) or print and return all documents to L291.

Questions can be directed to Ellen Worsdall, [e-worsdall@northwestern.edu](mailto:e-worsdall@northwestern.edu), or Gwen Murphy, [gwen-murphy@northwestern.edu](mailto:gwen-murphy@northwestern.edu).

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**Example**

Calendar of Events:

Provide a list of events that you have sponsored this past year. Please list no more than 4 events per quarter. Also, please list funding sources from the past year as well as expenses paid for the event. To retain group status, you must sponsor at least one activity per quarter.

Sustainable Energy Group—Fall Quarter

Description of Events	Date	Description of Items Purchased	Cost/Number of Items
Chapter Meetings (once a month)	12/3, 6-8pm	Refreshments for meetings—pizza and soda	Pizza--\$50 (6 large) Soda--\$10 (2 12 packs)
Leadership Conference (first Sat. in Dec)	12/1 9am-12pm	Room reservation fee	\$50
		Food for 200 people—Potbelly’s caters	\$800—sandwich, drinks
		Newspaper ad	\$50
		T-Shirts	\$100-10 shirts
Movie Night	10/6, 6-9pm	Movie Rentals	\$10 (4 rentals)
		Snacks for chapter members—popcorn and soda	Popcorn--\$20 (5 boxes) Soda-\$10 ( 2 12 packs)
Alumni Speaker	9/29, 9am-12pm	Refreshments—Norris caters	\$300—beverages, cookies
		Room reservation fee	\$50

Please include possible funding sources to support the above events:

Funding Source:	Amount:
Selling programs at football games	\$1,000
Thank-a-thon –having students write thank you notes to other students—charge \$3/note	\$500
Membership dues	\$200—20 students/\$10 dues
Corporate donation from Potbelly’s	Estimated value \$100 (20 sandwiches)

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Calendar of Events:

Fall Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Winter Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Spring Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

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Summer Quarter

Event	Date	Description of Items Purchased	Cost/Number of Items

Please include possible funding sources to support the above events:

Funding Source:	Amount:

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Provide an assessment of the year's activities. Specify things that went well and activities that require improvement: \_\_\_\_\_

Please discuss how you intend to improve upon the year's activities. Do you think the events helped to fulfill the group's mission?  
Explain: \_\_\_\_\_

Annual Events:

Please list the events that you would like to repeat from this current academic year:

Event	Quarter	Is this event co-sponsored?	If yes, with what group?	Projected Attendees	Event Cost