

**New Student Organization Recognition Application *Design Group***

Name of Organization: \_\_\_\_\_\_\_

Name & Email of Student Submitting Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_

Month/Date/Year

List of Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N | ame | Email Address | C | lass Year |
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Mission/Objective of Organization:

Is this organization part of or affiliated with a national organization? Yes No

Will this group compete or participate in a national event? Yes No

If yes, what event:

What other schools participate in the event?



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Is there any potential overlap with an existing McCormick group? Yes No

If yes, please explain why your mission cannot be achieved within the context of an existing group:

Officer List/Organizational Structure:

Election Process for Officers (please detail process):

Name & Signature of Faculty/Administrative Adviser:

Name (Please Print) Signature

Will your organization require any significant space requirements? Yes No

If yes, please explain in detail the type of space you would need (please include details such as how often you will need access to the space, whether or not the space needs to be secured, the size of the space you will need, and how the space will be used): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, have you spoken with your advisor to see if he/she can secure any space for your organization within their department/lab? Yes No

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

## Pert or Gantt chart (or similar project scheduling document)

* **Yearly budget/Allocation of funds**

Please provide a copy of your group’s budget. It must include all funding sources and predicted expenditures to be considered complete. (Refer to pg. 3 of application for one example.)



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

* **Calendar of Events**
* **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.

Example:

*Sustainable Energy Group—Fall Quarter*

|  |  |  |
| --- | --- | --- |
| Description of Event(s) | Items for Purchase | Cost/Number of Items |
| Chapter Meetings (once a month) | Refreshments for meetings—pizza and soda | Pizza‐‐$50 (6 large) Soda‐‐$10 (2 12 packs) |
| L | eadership Conference (first Sat. in Dec) | Room reservation fee | $50 |
|  | Food for 200 people— Potbelly’s caters | $800—sandwich, drinks |
|  | Newspaper ad | $50 |
|  | T‐Shirts | $100‐10 shirts |
| M | ovie Night | Movie Rentals |  |
|  | Snacks for chapter members—popcorn and soda | Popcorn‐‐$20 (5 boxes Soda‐$10 ( 2 12 packs) |
| A |  | umni Speaker | Refreshments—Norris caters | $300—beverages, cookies |
|  Location | Room reservation fee | $50 |

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*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)

\*\* Your application will be considered incomplete until you submit all of the necessary paperwork. Please scan and email the completed application to Jennifer Henry, jennifer-handel-henry@northwestern.edu.\*\*