

**New Student Organization Recognition Application  
*Special Interest/Departmental Group***

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

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

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

Month/Date/Year

List of Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | E | mail Address | C | lass Year |
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Mission/Objective of Organization:

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| --- | --- | --- | --- | --- | --- |
| Is this organization part of or affiliated with a national organization? | | Yes | | No | |
| Is this organization a special interest group\* or a departmental group?  \*Special Interest groups include: NSBE, SHPE, SWE and ESW | | Special Interest | | Department | |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



New Student Organization Recognition Application Special Interest/Departmental Group

Officer List/Organizational Structure:

Election Process for Officers (Please go into detail concerning procedure):

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 provide the following documents: (see attached forms):

* **Calendar of Events** (example avialbe pages 3 - 5)
* **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 available on page 3)

\*\* 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.\*\*



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Please provide a list of proposed events that you would like to sponsor. Please list no more than 4 events per quarter. Keep in mind however, that you would need to list plausible funding sources, as well as list probable expenses for the event. Additionally, to retain group status, you must sponsor at least one activity per quarter.

Example:

Sustainable Energy Group—Fall Quarter

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| --- | --- | --- | --- | --- |
| 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 | $10 (4 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 |
|  | | | Room reservation fee | $50 |
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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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| E | vent | D | ate | Description of Items Purchased | C | ost/Number of Items |
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Spring Quarter

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| --- | --- | --- | --- | --- | --- | --- |
| E | vent | D | ate | Description of Items Purchased | C | ost/Number of Items |
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Summer Quarter

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| E | vent | D | ate | Description of Items Purchased | C | ost/Number of Items |
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Please include possible funding sources to support the above events:

Funding Source: Amount:

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