

Student Organization

FY09-10 Change of Officer/Advisor Form

1. All information should be typed or written neatly.
2. Be sure to complete the organization name and the officer section that is changing.
3. Submit the form to the Office of Campus Activities (Student Organization Resource Center, Creese Student Center, Lower Level).

Organization Name _____ Acronym _____

Organization Website _____ Organization E-mail _____

Facebook/Yahoo/Google/etc. Groups _____ Month of Next Election _____

Constitution most recent revision date _____ Number of Members (estimated) _____

Number of Participants (by category): _____ Undergraduate Students _____ Graduate Students _____ Alumni _____ Faculty _____ Staff

_____ Other, specify _____ Percentage of students: _____ Part time _____ Full time

Please select category that best describes your organization Undergraduate Graduate Joint

Please select classification that best describes your organization Open Restricted [GPA Major M/F Other] Umbrella/Council

Please select type that best describes your organization Sports Goodwin Law School Other _____

General Interest Academic Honorary Media Cultural Religious Political Community Service/Social Action Performing and Fine Arts

Contact Person* _____ Signature _____ Student ID# _____

Address _____ Phone# _____ Drexel ID/Email _____

** This individual is listed on public documents/website or given to inquirers.*

President Name _____ Signature _____ Student ID# _____

Address _____ Phone# _____ Drexel ID/Email _____

Treasurer Name _____ Signature _____ Student ID# _____

Address _____ Phone# _____ Drexel ID/Email _____

ADVISOR Recognized student organizations must have an advisor who is a full time faculty, administrative or professional staff member of the University. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement must be discussed and negotiated between the advisor and the student organization. At minimum an advisor should:

- Have basic knowledge of the history, structure and purpose of the organization
- Be aware of the organization's finances and budget, as his or her approval may be needed for financial transactions
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of University policies and procedures, civic ordinances and state and federal laws that affect the activity of the organization
- Maintain ongoing contact with the officers of the organization

Advisor Name _____

Signature _____

Campus Address _____

Phone# _____

Drexel ID/Email _____