

# Student Organization Office Space Allocation Application

## Creese Student Union Complex

### Drexel University

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Office space for recognized student organizations is being provided so that the officers and members of an organization will have a place to transact business. Office and storage space allocation is conditional upon proper usage and care of the assigned office and/or storage space. **Incomplete applications will not be considered.** Write on the front side of application only.

**March 3** - Applications available  
**April 21** - Applications due  
**May 26** - Organizations notified  
**June 30** - Move-Out completed and Renewals completed  
**July 20** - Move-In begins

3/01/06

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

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

Organization Acronym: \_\_\_\_\_

Organization E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone (land line): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Phone (land line): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

If your organization is not granted office space, would you want the committee to consider your organization for storage space? \_\_\_\_\_ Yes \_\_\_\_\_ No

What Type? \_\_\_\_\_ Lateral File \_\_\_\_\_ Storage Locker

List present office space, if any: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have office space from another source (i.e. academic department)? Y or N  
If yes, why would you want to move from this space? \_\_\_\_\_

Rank your location preference:

Greenawalt Student Development Center: \_\_\_\_\_

MacAlister Hall (3<sup>rd</sup> floor): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**Please answer the following questions as thoroughly and specifically as possible.**

How many active members do you have on campus? total: \_\_\_\_\_

Breakdown:

\_\_\_\_\_ undergraduate    \_\_\_\_\_ graduate    \_\_\_\_\_ alumni    \_\_\_\_\_ community members

If granted space would your officers required to keep office hours?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

# of officers: \_\_\_\_\_

# of hours per week: \_\_\_\_\_

Anticipated hourly usage of the office:

\_\_\_\_\_ 1-5 hours/wk

\_\_\_\_\_ 6-10 hours/wk

\_\_\_\_\_ 11-15-hours/wk

\_\_\_\_\_ 16 -20 hours/wk

\_\_\_\_\_ 21-25 hours/wk

\_\_\_\_\_ more than 25 hours/wk

Describe your organization's objective and purpose.

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Describe your organization's plan for the coming academic year.

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Who will use the office space? (Example: officers only or members and officers)

\_\_\_\_\_ Officers

\_\_\_\_\_ Drexel Community

\_\_\_\_\_ Members

\_\_\_\_\_ Non-Drexel Community

How will the office be used? (Please check all that apply)

\_\_\_\_\_ Storage

\_\_\_\_\_ Computer use

\_\_\_\_\_ Meetings

\_\_\_\_\_ Project work

\_\_\_\_\_ Information dissemination

\_\_\_\_\_ Gathering Place

\_\_\_\_\_ Library

\_\_\_\_\_ Tutoring

\_\_\_\_\_ File space

\_\_\_\_\_ Server

\_\_\_\_\_ Ticket sales

\_\_\_\_\_ Production of a product

\_\_\_\_\_ Other, please specify \_\_\_\_\_

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If your organization does not already have office space, are there specific student organizations with whom you would like to share an office?\* \_\_\_\_\_

If yes, who? \_\_\_\_\_

**\* The vast majority of student organizations share offices.**

Offices currently come equipped with power, Ethernet port, file cabinet, desk, desk chair, guest chair, and door bulletin board. What kind of equipment/items would you want to add to the space? (if more than one, please include quantity)

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| _____ Desk                        | _____ Computer                   |
| _____ Chair                       | _____ Printer                    |
| _____ Lamp                        | _____ File Cabinet               |
| _____ Bulletin Board              | _____ Bookshelf                  |
| _____ Extra power                 | _____ White board/bulletin board |
| _____ Banner                      | _____ Mailboxes                  |
| _____ Other, please specify _____ |                                  |

The mission of the Greenawalt Student Development Center is to support student leaders at Drexel University and provide an atmosphere where student leaders can begin to develop a sense of community among colleagues. The Greenawalt Student Development Center should be a place where student leaders can collaborate, program, administer and further develop their organizational efforts. With that said, how will your organization contribute to this overall mission?

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Please list your past 1-2 year's events and services sponsored by your organization.

Event _____	Event _____
Date _____	Date _____
Location _____	Location _____
# In Attendance _____	# in Attendance _____

Event \_\_\_\_\_  
Date \_\_\_\_\_  
Location \_\_\_\_\_  
# In Attendance \_\_\_\_\_

Event \_\_\_\_\_  
Date \_\_\_\_\_  
Location \_\_\_\_\_  
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Event \_\_\_\_\_  
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