



2016-2017 Bluefield State College Student Organization Registration Form

Name of Organization _____

Only advisors will be authorized to reserve space (sign off on) or request services.

Primary Officer _____	Sr. Advisor _____
Address _____	Phone: _____
Email: _____	Email: _____
Phone _____	Co Advisor _____
	Phone _____
	E-mail _____

ATTACH A LIST OF MEMBERSHIP: Minimum of 10 members to be recognized.

Other Officers:

Name	Email Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organization and Membership Information

Statement and purpose of the organization (A current copy of the organizational constitution or bylaws must be attached) _____

Please describe the requirements for membership _____

Is there a regular meeting place and time? Please list _____

Financial Information

Name of Treasurer and/or individual on bank signature card _____

Address _____

Does the organization charge dues or another type of fee? _____

If so, please specify type and amount _____

Does the organization have an account with a local bank? _____

If yes, please provide name and location of bank _____

(Bluefield State College assumes no responsibility for any bank accounts related to this organization)

Financial Planning for Current School Year

(The purpose of gathering this information is to ensure that organizations are participating in some kind of financial planning and are discussing this kind of information)

Proposed Income

Beginning cash balance	\$ _____
Income received from dues	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INCOME	\$ _____

Proposed Expenses

National Membership Fee	\$ _____
Donations/Contributions	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____
 END OF YEAR BALANCE	 \$ _____

Signature of Primary Officer Date

Signature of Advisor Date

ALL organizations MUST complete this form to be recognized as a campus student organization.

Benefits of being a *Recognized* Student Organization

1. Use of the College's name in the organization's title.
2. Reserve the use of meeting rooms and facilities on campus.
3. The ability to request funds from the Student Government Association's Student Organization Fund.
4. Be listed in publications as an official part of Bluefield State College.
5. Post signs and other advertisements in compliance with College policy.
6. Compete in select annual events (i.e. Homecoming).
7. Participate in campus organizational fairs.
8. Request the use of campus transportation.

This form must be submitted by July 1st of each school year.