SOUTH TEXAS COLLEGE
REQUEST TO SET UP A STUDENT ORGANIZATION - FUND CODE

Instructions: Please type. One Advisor and at least Five students are required to start a student organization. Forward the completed form and Constitution to the Department of Student Activities and Wellness.

Student organizations that are inactive for a period of three years will have their accounts closed and all funds transferred into the Student Life agency account to be used for activities and events benefiting South Texas College students.

Student organizations <u>may</u> <u>not</u> use the name of the College or an abbreviation of the name of the College as part of its name. You may use "at South Texas College" or "South Texas College Chapter" at the end of the organization's name.

Name of the Student Organization: _____

Purpose of Student Organization: _____

_____

_____

_____

_____

_____

Advisor/Financial Manager: The advisor/financial manager must be a full-time faculty, administrator or professional staff member at South Texas College. Student organizations specific to an academic major must have a faculty member from that academic program as their primary advisor. The Financial Manager role is required and must be assigned in order to create the fund code.

<u>Primary Advisor and Financial Manager</u>

_____	_____	_____
Print Name	Employee ID #	Telephone Number
_____	_____	_____
Department	Division	E-mail

☐ I have completed the Student Organization Procedures review and Risk Management Training
   (Training provided by Student Activities & Wellness)

_____
(Signature)

<u>Secondary Advisor</u>

_____	_____	_____
Print Name	Employee ID #	Telephone Number
_____	_____	_____
Department	Division	E-mail

☐ I have completed the Student Organization Procedures review and Risk Management Training
   (Training provided by Student Activities & Wellness)

_____
(Signature)

Requested By: _____   _____
                                 Print Name   Date

_____
Director of Student Activities & Wellness (Print Name)   (Signature)

☐ List of Officers and Active Members Attached

*** Business Office Use Only ***

Fund Code: _____   FOATEXT: _____   Effective Date: _____
             Banner System

_____	_____	_____
Processed by Business Office	Date	Budget Approval

BO-7500 9/2024

Name of the Student Organization: _____

Organization Officers

Name	Officer Title	Student ID #	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Organization Members

Name	Student ID #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Organization Members (Continued)

Name   Student ID #

_____

Organization Members (Continued)

_____