A L A M O
C O L L E G E S
palo alto college

## Application Deadline: September 28

## STUDENT ORGANIZATION RECOGNITION APPLICATION

Name of Organization: $\qquad$

1. Sponsor/ Advisor: $\qquad$
Email: $\qquad$
Office: $\qquad$
Office Telephone: $\qquad$
Other Telephone: $\qquad$
2. Sponsor/ Advisor: $\qquad$
Email: $\qquad$
Office: $\qquad$
Office Telephone: $\qquad$
Other Telephone: $\qquad$

Statement of Purpose:
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Organization Affiliation: (Circle one)

Local State National International

## Revenues:

Sources of Income: (Check all that apply)
$\square$ Fund Raisers
$\square$ Dues
$\square$ Donations
$\square$ Other
$\qquad$

Use of funds: (Check all that apply)
$\square$ Travel
$\square$ Scholarship
$\square$ Philanthropy
$\square$ Other $\qquad$
Disposition of funds in case organization becomes defunct: (Check only one)
Donate to Student Life
$\square$ Donate to Student Government
$\square$ Donate equally to all Active OrganizationsDonate to Specific Student Organizations List: $\qquad$

## Meetings:

Weekly Monthly

## List of Officers:

| Position | Full Name | Banner ID | Email |
| :--- | :--- | :--- | :--- |
| President |  |  |  |
| Vice President |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Other Office: |  |  |  |
| Other Office: |  |  |  |
| Other Office: |  |  |  |

(Attach complete list if necessary)

## Members

Provide official names of all members: (Note: All active members must have a minimum 2.0 GPA and enrolled in credit courses at Palo Alto College. Some organizations may require a higher GPA. The organizations advisors are responsible for ensuring that members meet the requirements for membership.)

Name of Members

| FULL NAME | BANNER ID | EMAIL |
| :--- | :--- | :--- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Approvals:

| Sponsor Signature | Date |
| :--- | :--- |
| Sponsor Signature | Date |
| Director of Student Engagement \& Retention | Date |
|  |  |
| Vice President of Student Affairs | Date |

The Alamo Community Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services. Inquires or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, 210/208/8051. Address: Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, TX 78204. For special accommodations or an alternative format, contact Disability Support Services at 486-3020.

A L A M O
C OLLEGES
PALO ALTO COLLEGE

## SAMPLE CONSTITUTION

## PREAMBLE

States the purpose and goals of the group.
ARTICLE I---NAME
States the official name of the organization.
ARTICLE II---MEMBERSHIP
States the requirements for membership and size limitation (a minimum of five (10) members).
ARTICLE III---OFFICERS
Contains the list of officers, their term of office and the qualifications and duties for its officers.
ARTICLE IV---EXECUTIVE COMMITTEE

# Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specified in this article or in the by-laws. 

## ARTICLE V---SPONSORS

Students will submit their recommendations for sponsors. However, the Director of Student Activities must approve all recommendations.

## ARTICLE VI---MEETINGS

Designates the regular meeting dates and times and provisions for calling special meetings.
Each organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order. (Usually stated in the by-laws).

After an amendment, insert the date that it was passed in parenthesis.
Provisions for the disbursement of funds in case the organization becomes defunct (i.e., all remaining monies are to be given to some specific charitable organization or scholarship fund at Palo Alto College).

A LAMO C OLLEGES

PALO ALTO COLLEGE

## Palo Alto College Student Organization Constitution Signature Form

## Approvals:

Advisor Date

Advisor
Date

Director of Student Engagement \& Retention Date

Vice President of Student Affairs
Date

A LAMO
C OLLEGES
PALO ALTO COLLEGE

## PETTY CASH

AUTHORIZED SIGNATURE FORM

Listed below are the only individuals authorized to pick up petty cash.

Fall | Spring |
| :---: |
| (circle one only) |$\quad$ Summer

Student Organization: $\qquad$

Agency Account Sponsor:
Print Name: $\qquad$
Signature: $\qquad$

Agency Account Officer:
Print Name: $\qquad$
Signature: $\qquad$
Banner ID: $\qquad$

Agency Account Officer:
Print Name: $\qquad$
Signature: $\qquad$
Banner ID: $\qquad$

