



Application Deadline: September 28

STUDENT ORGANIZATION RECOGNITION APPLICATION

Name of Organization: _____

1. Sponsor/ Advisor: _____

Email: _____

Office: _____

Office Telephone: _____

Other Telephone: _____

2. Sponsor/ Advisor: _____

Email: _____

Office: _____

Office Telephone: _____

Other Telephone: _____

Statement of Purpose:

Organization Affiliation: (Circle one)

Local State National International

Revenues:

Sources of Income: (Check all that apply)

- Fund Raisers Dues
 Donations Other _____

Use of funds: (Check all that apply)

- Travel Philanthropy
 Scholarship Other _____

Disposition of funds in case organization becomes defunct: (Check only one)

- Donate to Student Life Donate equally to all Active Organizations
 Donate to Student Government Donate to Specific Student Organizations
List: _____

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)



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).



ALAMO
COLLEGES

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



**PETTY CASH
AUTHORIZED SIGNATURE FORM**

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

Fall Spring Summer
(circle one only)

Student Organization: _____

Agency Account Sponsor:

Print Name: _____

Signature: _____

Agency Account Officer:

Print Name: _____

Signature: _____

Banner ID: _____

Agency Account Officer:

Print Name: _____

Signature: _____

Banner ID: _____