University of Maine Student Government, Inc.

Steps to Final Recognition

STEP #1. COMPLETE THE PRELIMINARY RECOGNITION APPLICATION
+ Finalize the Purpose for the Organization. The purpose should include the main focus of the organization and what you plan to do as a University of Maine Student Government recognized organization.
+ Create a Membership List. This list should include at least 10 undergraduates.
+ Attach an updated Constitution/Bylaws for the Organization.
+ Meet with the Officers and the Primary Advisor for the Organization. Make sure that the advisor reads and signs the application.

STEP #2. SUBMIT THIS APPLICATION TO THE VPSO OF STUDENT GOVERNMENT
+ The Vice President for Student Organizations has a mail box in the Student Government Office, which is located in the back of the Wade Center on the bottom floor of the Memorial Union.

STEP #3. INTERVIEW WITH THE STUDENT ORGANIZATIONS COMMITTEE
+ Once you submit your application the VPSO of Student Government will schedule your interview. The interview will take place in front of the Student Organizations Committee (S.O.C.). This committee will review your constitution/bylaws and ask you questions pertaining to your club.

STEP #4. PRESENT TO THE GENERAL STUDENT SENATE
+ If the S.O.C. approves your application you will then present to the General Student Senate. These meetings are held on Tuesdays at 6:00 in the Bangor Room of the Memorial Union. The GSS will debate and vote on whether or not you will gain recognition.
University of Maine Student Government, Inc.

FINAL RECOGNITION APPLICATION

Name of Organization ______________________________________________________

Date For Meeting With S.O.C. ___ / ___ /___

Date Approved By General Student Senate ___ / ___ /___

1. ORGANIZATION

Purpose: ____________________________________________________________________________

____________________________________________________________________________________

Type: Please circle one of the following:

- Academic/Professional
- Religious
- Community Association
- Recreational
- Service/Philanthropic
- Fine Arts
- Representative Board
- Honorary
- Multicultural
- Student Governance
- Special Interest
- Representative Board
- Student Governance
- Community Association
- Recreation
- Service/Philanthropic
- Religious
- Fine Arts

Meeting Day, Time, and Location: ______________________________________________________

Office Space: _______________________________________________________________________

2. OFFICER AND ADVISOR CONTACT INFORMATION

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3. CONSTITUTION/BYLAWS

You must include a complete updated copy of the organization’s official constitution and/or bylaws with this application.

4. ORGANIZATION EVENT INFORMATION

Please include a list of events, activities, meetings, etc. that your organization plans to hold. This list may be tentative, but it provides Student Government Inc. with a sense of what the organization is planning to do.

5. SIGNATURES

I hereby agree that this organization will abide by all of the rules and obligations of the University of Maine Student Government, Inc. including but not limited to the policies outlined in the SORP document.

All organizations are required to maintain at least one advisor who is a member of the faculty or staff of the University of Maine. A primary purpose of the advisor is to provide a permanent contact for the organization in case the student leadership of the organization cannot be reached. The faculty/staff advisor should never have control of the organization or its finances.

_______________________________________  _______________________________________
President’s Printed Name                  President’s Signature

_______________________________________  _______________________________________
Faculty or Staff Advisor Printed Name     Faculty or Staff Advisor Signature
6. FINANCES
What have been the financial needs of the organization to date? ________________________________________
________________________________________________________________________________________________________
How has the organization obtained its necessary funds? ________________________________________________
________________________________________________________________________________________________________
Does the organization have membership dues? _____ If so, how much? _____ If so, are they collected every semester or every year? ________________
Does the organization receive a budget from a department of the University of Maine? _____ If so, how much? _____
From which department? __________________________________
Does the organization have a tax id number? _____ If so, what is it? __________________
Does the organization have a bank account? _____ If so, with what bank? ______________________

7. OTHER INFORMATION
Please list the involvement (fundraisers, volunteering, events, etc.) your organization has had on campus, in the community, or abroad over the past semester to show how active your organization has been:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

8. COMPLIANCES AND LEGAL RESPONSIBILITIES
No individual shall be discriminated against on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veteran's status. Does the organization comply with the Discrimination Policy stated above? _____

No person or organization shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the University of Maine System. Does the organization comply with the Hazing Policy stated above? _____

8. MEMBERSHIP ROSTER
Please provide the name and classification (undergraduate, graduate, faculty, staff, or other) of each member of your organization.

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