

The University of Arizona
RECOGNIZED STUDENT ORGANIZATION
Change of Information Form

Office Use Only	
Database	_____
LEAD UA	_____
DM Letter	_____
Website	_____

* If you will also be reserving rooms, you must also fill out a "Room Reservation Form" in addition to this form.

Date: _____

Current Name of Student Organization: _____
(As stated on Recognition Application. Please do not use abbreviations.)

New Name of Student Organization: _____
(If applicable, all groups must also submit a constitution to reflect that name change)

New President (if applicable)

Name	Address	Zip	Phone	email address	Student ID#
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New Treasurer (If applicable)

Name	Address	Zip	Phone	email address	Student ID#
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New Advisor (If applicable)

Name	Title	Campus Address	Phone	E-mail
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New Social Greek Letter Chapter Advisor (If applicable)

Name	Address	City	Zip	Phone	E-mail
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Advisor Signature:

I have read the Advisor Responsibilities and Duties section of the Student Organization Handbook. I also affirm that I am a full time University of Arizona employee (full time employment is not a requirement for advising a Social Greek Letter Student Organization).

Organization Advisor Signature

Date

New Contact (If applicable)

Name	Phone	E-mail
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New Presidents

You must read and sign the *Responsibility Agreement for Expenditures* and the *Family Education Rights and Privacy Act of 1974* on the back of this form.

New Treasurers

You must read and sign the *Responsibility Agreement for Expenditures* on the back of this form.

New Advisors

You must read and sign the *Family Education Rights and Privacy Act of 1974* on the back of this form.

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The University of Arizona

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President and Treasurer Both Must Sign

RESPONSIBILITY AGREEMENT FOR EXPENDITURES:

As a recognized Student Organization, you are also allowed to use non-University funds with the following Departments: the Garage, Facilities Management, Audio-Visual, and the Arizona Student Unions. This allows you to pay these departments directly using a check or cash. The individuals who sign below are the only ones authorized to order goods or services from the Departments. Your student organization will pay the appropriate Department directly with a check or cash from your off-campus bank account; your organization must work with the Department to determine when payment will be made.

The signers of this application agree to be responsible for payment in full for all debts to the University of Arizona incurred by the organization named above. The signers also agree that their University records can be held prohibiting registration, release of grades, transcripts, or other University services, until such debt has been paid or resolved. In the event that collection activity is initiated to enforce payment, the signers further agree to pay all collections expenses, attorneys' fees and penalties. Failure of the University to exercise any collection option available at the time of any default shall not constitute a waiver to exercise its rights at a subsequent date.

President's Signature Date Name (print)

Treasurer's Signature Date Name (print)

Married [] YES [] NO If yes, spouse must sign below

Married [] YES [] NO If yes, spouse must sign below

Spouse's signature Date Name (print)

Spouse's Signature Date Name (print)

President and Advisor Both Must Sign

The Family Education Rights and Privacy Act of 1974 requires that the University of Arizona obtain written consent before disclosing non-directory personally identifiable information from a student's education record, except as authorized by law. The Center for Student Involvement & Leadership will release only the information listed as "contact information" to the public. All other information will be released only to the specified University departments. The University shall release this information to the specified departments, whether the inquiry is made in person, by telephone, in writing, or through computer database or email. Specified Departments include: ASUA, Dean of Students, Trademarks and Licensing, Room and Course Scheduling, Mail and Event Scheduling, Audio-Visual Services, CCIT, UA Garage, Fast Copy, Daily Wildcat, Student Union Post Office, as well as University officials with a legitimate educational interest.

We have received and read a copy of the *Student Organization Policy and Form Handbook* (in print or online as a link from www.union.arizona.edu/clubs) and, on behalf of the organization named above, agree to comply with all policies, and regulations therein and with all other University of Arizona policies and with local, state, and federal law. We agree that the University may edit, revise, or amend the Student Organization Policy Handbook and other University policies at any time during the organization's period of recognition.

Organization President Signature

Date

Advisor's Signature

Date