

**The University of Arizona**  
**RECOGNIZED STUDENT ORGANIZATION**  
**Change of Officer/Advisor/Contact Form**

**Office Use Only**  
Database \_\_\_\_\_  
LEADUA \_\_\_\_\_  
DM Letter \_\_\_\_\_  
Website \_\_\_\_\_

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

Date: \_\_\_\_\_

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

**New President**

Name	Address	Zip	Phone	email address	Student ID#
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**New Treasurer**

Name	Address	Zip	Phone	email address	Student ID#
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**New Advisor**

Name	Title	Campus Address	Phone	E-mail
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**Advisor Signature:**

I have read the Advisor Responsibilities and Duties section of the Student Organization Handbook.

Organization Advisor Signature _____	Date _____
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**New Contact**

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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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 UA 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 one(s) 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 collection expenses 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 Educational 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 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 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 Licensings, Room and Course Scheduling, Mall 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 for Student Leaders and Faculty/Staff Advisors 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 and Form Handbook and other University policies at any time during the organization's period of recognition.

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Advisor's Signature

\_\_\_\_\_  
Date