



## STUDENT ORGANIZATION RECOGNITION APPLICATION FORM

(Please print legibly)

Application No. \_\_\_\_\_

### ORGANIZATION PROFILE

Name of Organization		Acronym	No. of Members
Official Date of Formation	<input type="checkbox"/> New Organization Applying for Recognition <input type="checkbox"/> Organization Applying for Renewal of Recognition	Applying for School Year 20__ - 20__	

### ORGANIZATION CLASSIFICATION

Nature of Organization <input type="checkbox"/> Academic <input type="checkbox"/> Spiritual/Religious <input type="checkbox"/> Civic/Social	<input type="checkbox"/> Fraternity/Sorority <input type="checkbox"/> Environmental <input type="checkbox"/> Political <input type="checkbox"/> Others _____	Type of Organization <input type="checkbox"/> University Based <input type="checkbox"/> College Based <input type="checkbox"/> Campus Based <input type="checkbox"/> Affiliated: <input type="radio"/> National <input type="radio"/> Local
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### CONTACT PERSON DATA

Representative's Full Name			
Family Name	First Name	Middle Initial	Nickname
Position in the Organization	Contact No. (landline and/or cellphone)	E-mail Address	
Adviser(s) Full Name	Department	Contact Number	
1			
2			
3			

### APPLICATION REQUIREMENTS

**The Applicant shall submit 3 copies of the following (2 originals and 1 photocopy)**

- ☐ Copy of the Constitution and By-Laws (should there be amendment/s made);
- ☐ List of interim officers, adviser/s and members, their courses and year levels, student/employee numbers, contact numbers, addresses, and signatures (for new organization);
- ☐ Updated profile of officers and adviser/s, their respective positions, courses and year levels, student/employee numbers, contact numbers, addresses, and signatures (for renewal of recognition);
- ☐ Written report of accomplishment of the preceding year including audited financial statement duly signed by the treasurer, auditor, president and adviser/s (for renewal of recognition);
- ☐ Written proposed activities for the entire school year including the tentative dates of implementation and a brief description of each activity;
- ☐ Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president or his representative;
- ☐ Signed letter from the chosen adviser/s addressed to the Head for the Office of Student Organization (OSO) accepting his role in the organization; and
- ☐ Copies of voluntary membership form signed by the members. (Organization with 50 and above members may ONLY submit a hard copy of membership list)

We attest upon our honor that all statements made in this form are true and correct.

\_\_\_\_\_  
President/Representative

\_\_\_\_\_  
Adviser/s

\_\_\_\_\_  
Date Filed

