



The Student Government of Tiffin University New Organization Recognition Form

All student organizations are required to go through a formal recognition process to become established as a Student Government recognized organization. The group must define the organization's purpose, submit a constitution, and give contact information for the responsible parties for the organization.

Please complete and return this form to the completed forms folder outside of the Student Government office along with a copy of the organization constitution. If you have any questions, please contact Student Government President at stugov@tiffin.edu. **ALL information is required.**

Organization Information:

Organization Name:

Organization Description:

Meeting Information (day, time, location, frequency):

What kind of events will you bring to campus?

Officer Information:

Please list all officers and their information in the table below. Please know that the minimum required officer positions per the Student Government constitution are President, Treasurer, and Student Government Representative. If more space is needed, please attach an additional sheet.

Officer	Name	Tiffin Email	Phone
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Advisor Information:

Name: _____ Phone: _____

Tiffin email: _____ Office: _____

I have agreed to serve as advisor for this Tiffin University student organization for the academic year. As advisor, I agree that I will assist in making the membership of this organization aware of the policies and procedures established at Tiffin University and will encourage membership to comply with these guidelines.

Advisor's Signature Date

By completing this form, the organization agrees to abide by all Tiffin University policies as stated in the university handbook, all policies set forth by the Office of Student Engagement, and all policies established by Student Government. The organization also knows that in order to receive its official recognition it must keep an advisor, attend Student Government Open Forums and meetings, and sponsor events each semester that correlate with its tier.

President's Name (please print) Signature Date