

# FINDLAY

## The University of Findlay

*Office of Student Activities & Commuter Student Services*

### **GUIDELINES FOR INTEREST GROUPS**

As various interests and student needs grow, so should the scope of campus organizations. Students are actively encouraged to form new organizations as necessary. However, University recognition is a two-step process.

#### **Step 1:     **Formation of an Interest Group****

An interest group is a group, which is temporarily recognized by The University until the group completes all tasks to become an officially recognized student organization. **To be considered an interest group, it must have twelve members and a faculty/staff advisor, and register in the Student Activities Office with an Interest Group Registration form.** See an example at the end of this section. **Registration as an interest group allows that organization to request meeting space in the Alumni Memorial Union, to advertise and solicit for members on campus, and to request assistance in organizational tasks for a purpose not to exceed 60 days.**

#### **Step 2:             **University Recognition****

After interest group registration and approval by the Director of Student Activities & Commuter Student Services, the interest group must write, adopt and submit a written constitution/by-laws to the Office of Student Activities. The SAO will make a copy of the constitution to file and submit original to SGA's Sergeant-at-Arms. Student Government Association and the Student Office will continue the approval process. The interest group must elect officers, and have at least twelve members. Once officially recognized, the organization should register, and every fall thereafter, via a Student Organization Registration form.

The University recognition allows the organization to become a "permanent" part of The University of Findlay Student Activities program, incorporate The University name into the organization's name, use The University facilities, advertise and solicit membership on campus, ability to conduct fundraisers within The University guidelines, eligibility to request SGA funding with SGA guidelines, eligibility to participate in campus-wide activities (Homecoming, etc.), and use The University resources.

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**THE UNIVERSITY OF FINDLAY  
INTEREST GROUP REGISTRATION**

Name of Applicant \_\_\_\_\_

Name of Interest Group \_\_\_\_\_

Name of Faculty Advisor \_\_\_\_\_

Purpose of Interest Group:

Current Group Membership: \* Students completing this interest form must be a full-time undergraduate student (12 or more hours) or full-time graduate student (9 or more hours).

\*Each student must complete his or her own line of information.

	Name	ID#	Address	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

USE BACK OF FORM FOR ADDITIONAL SPACE

I have read the guidelines for The University recognition and understand that this interest group has 60 days from the date of approval to complete the process for recognition.

Interest Group Representative Signature: \_\_\_\_\_

Faculty Advisor signature \_\_\_\_\_

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Approval \_\_\_\_\_ Date \_\_\_\_\_

**The Director of Student Activities & Commuter Student Services**