

Certification Application For New Student Organizations



**STUDENT ORGANIZATION RESOURCE CENTER
UNIVERSITY OF PITTSBURGH**

119 William Pitt Union
412 624-7115
sorc@pitt.edu

Folder ID#

Organization Information

Organization Name:	Campus Phone:	Campus Address:
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Student Membership

Total # of Student Members	# Undergraduate	# CGS	# Graduate
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Affiliate Membership

Total # of Affiliate Members	# Faculty	# Staff	# Alumni	# Community
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Annual Election and Recertification Date

Organizations must submit the annual recertification application with in one week after the election of officers.

Date of Election for Officers (MM/DD/YY):	/	/200
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Organization Affiliates

All external affiliates must be disclosed. You must attach the constitution of each affiliate.

	Organization Name	Email	Address	Phone
1				
2				
3				

Email Account

Does your organization want a University email account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your organization want a University web account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired Username (3-8 characters):	Alternate (3-8 characters):

Members All certified student organizations must have at least ten student members.

Student Members	Print Full Name	Pitt Email Address Only
1 President		
2 Vice-President		
3 Business Manager		
4		
5		
6		
7		
8		
9		
10		

Advisor Information and Acceptance

The full-time faculty or staff advisor for certified student organizations serves as a liaison between the group and the University. The advisor is not empowered to exercise any supervisory or other authority on behalf of the University. The faculty or staff advisor serves as a non-remunerated consultant and acts only in his/her personal capacity and not as a representative of the University. The choice of advisor and the acceptance to serve as advisor represents a voluntary association that depends primarily on the group and advisor.

- A. To assist the group and to serve as the group’s liaison with the University, the advisor shall:
 - 1. Become familiar with the University rules and regulations applicable to student organizations.
- B. The advisor may agree with the group to perform all or some of the following.
 - 1. Attend regular meetings of the organization and become familiar with its activities.
 - 2. Provide assistance to the organization in meeting the conditions of certification.
 - 3. Provide assistance in the planning and implementation of program activities.
 - 4. Provide assistance in the areas of organizational and personal development.
 - 5. Insure that the group operates according to its constitution.
 - 6. Others as mutually determined.

I ACKNOWLEDGE BY MY SIGNATURE THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY ACCEPT THE ROLE OF ADVISOR TO THE APPLICANT ORGANIZATION.

Advisor’s Signature	Date	
Advisor’s Name: (PLEASE PRINT)		
Advisor’s Campus Address:		
Advisor’s Campus Phone:	Advisor’s Email:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff

University Affiliation

Does your organization have a formal relationship with a University of Pittsburgh Department or School?

- yes (If yes, complete the information in the box below) no

PLEASE PRINT.

University Department and/or School	
Chief Administrator’s Name and Title	Email
Campus Address	Campus Phone

Recognition Status

Does your organization want to apply for recognition status by the above department and/or school? yes no

President’s Confirmation and Authorization

I have read, fully understand, and accept the requirements and limitations for certification, the publications code, and the notice and acceptance of risk policy and affirm that each member of the organization will be duly informed of all the attendant requirements, responsibilities and privileges of certification.

Print Name of President	Phone Number	Signature	Date
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Attach a copy of your organization’s constitution and those of all affiliate organizations. Return all materials to 119 William Pitt Union, Pittsburgh, PA 15260. Officers will be contacted via email when the certification application is approved. If you have questions, please call 412-624-7115.