



University of Pittsburgh

The **SORC**

The Student Organization Resource Center Annual Re-Certification Application

FOLDER I.D. #:
OFFICE USE ONLY

Organization Name:		Total # of Student Members:		Undergraduate:	Graduate:
Campus Address:		Campus Phone	Total # of Affiliates:	Faculty:	Staff:
Organization Email:		Next Election Date:	Alumni:	External Affiliates:	
Officer Contact Information					
President:		Pitt Username:			
Vice-President:		Pitt Username:			
Business Manager:		Pitt Username:			
Officers will be emailed upon approval of the re-certification. (Contact information on reverse side of this form)					

Advisor/Constitution/Affiliate/Email Information

- 1) Has your advisor changed since last certification? **YES** **NO**
(If yes, the new advisor should complete and sign the form on the reverse side.)
- 2) Has the organization's constitution been revised since last certification?
 YES **NO** (If yes, provide a copy of the new constitution.)
- 3) Has the organization established a formal relationship with an external affiliate organization since its last certification? **YES** **NO**
(If yes, provide the contact information on the reverse side and submit a copy of its constitution with the re-certification application.)
- 4) If your organization does not have one, but would like a University web/email account please complete the following:

Desired GROUPNAME _____
Email: sorc+GROUPNAME@pitt.edu Web: www.pitt.edu/~sorc/GROUPNAME

ALL CERTIFIED STUDENT ORGANIZATIONS MUST HAVE AT LEAST TEN (10) MEMBERS

Name (1):	Username:	Name (6):	Username:
Name (2):	Username:	Name (7):	Username:
Name (3):	Username:	Name (8):	Username:
Name (4):	Username:	Name (9):	Username:
Name (5):	Username:	Name (10):	Username:

Certification is an ongoing process. It is each group's responsibility to re-certify annually upon the date of officer elections.

I have read, fully understand and accept the requirements and limitations of 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

President Signature

Date

Advisor Acceptance Form

The faculty or staff advisor for certified student organizations serves as a liaison between The group and 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 the advisor and the acceptance to serve as advisor represents a voluntary Association, which depends primarily on the group and the advisor.

- To assist the group and to serves as the group's liaison with the University, the advisor Shall:

- 1) Become familiar with the University rules and regulations applicable to student organizations.

- The advisor may agree with the group to perform some or all 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 areas of organizational and personal development.
- 4) Insure that the group operates according to its constitution.

I, (Print Name) _____ HAVE READ,
UNDERSTAND AND VOLUNTARILY ACCEPT THE ROLE OF ADVISOR TO
THE APPLICANT ORGANIZATION.

Print Organization's Name

Advisor Signature

Date

Campus Address

Campus Phone

Email

External Affiliate #1

External Affiliate Name:

Street Address:

City:

State:

Zip:

Email:

Phone #:

Web Address:

External Affiliate #2

External Affiliate Name:

Street Address:

City:

State:

Zip:

Email:

Phone #:

Web Address:

SORC Contact Information

Student Organization Resource Center
119 William Pitt Union
3959 5th Avenue
Pittsburgh, PA 15260
412-624-7115 or 412-624-7116
Web: <http://www.sorc.pitt.edu>
Email: sorc@pitt.edu