

Columbus State University Organization Registration

All student organizations at Columbus State University are required to file an annual registration of the names and addresses of their officers and faculty/staff advisor(s). The officers and advisors submitted on this registration form are the primary contacts for this organization and are responsible for communication between the Office of Student Life and Development and the organization. All communication between the organization and the Student Life Office will be conducted via CougarNET GMAIL.

*Fill out this form completely. An incomplete form will be returned to the organization's advisor. Organizations with an incomplete form will not be able to reserve facilities or retain the privileges of being an active organization.

**By submitting this form the officers confirm that they take responsibility for educating their individual members about all policies and procedures outlined in the Student Organization Handbook. They further confirm that all active members of their organization will uphold and follow said rules and regulations.

Organization: _____

Number of Current Members: _____ Prospective Members: _____

Frequency of Meetings (circle one of the following):

WEEKLY BI-WEEKLY MONTHLY ANNUALLY

Month of new officer installation: _____

Name of Officer 1: _____

Officer 1 Title: _____

Officer 1 Email: _____

Officer 1 Phone: _____

Name of Officer 2: _____

Officer 2 Title: _____

Officer 2 Email: _____

Officer 2 Phone: _____

Name of Officer 3: _____

Officer 3 Title: _____

Officer 3 Email: _____

Officer 3 Phone: _____

Campus Advisor: _____

Advisor Email: _____

Advisor Phone: _____

Additional Advisor: _____

Advisor Email: _____

Advisor Phone: _____

SUBMITTED BY: _____

DATE: _____