



New Student Organization Cover Sheet

This cover sheet is required for all groups forming a new student organization and for all groups resurrecting a student organization that has not registered for more than two long semesters.

Submit to Student Activities, UC 1.02.08 or DB 1.302

For questions or comments call 210.458.4160 or email getinvolved@utsa.edu.

Starting a new organization is an exciting first step to making a difference on campus. Everything you need is at the student organization registration webpage (www.utsa.edu/sa/so/registration.htm). The page will indicate which forms are required and which are optional. Below are five easy steps to register a new organization:

1. Select five students to serve as representatives on behalf of the organization.
2. Obtain a UTSA Faculty or Staff Advisor employed by the University at least halftime.
3. Submit the required forms (found on the website)
4. Submit a constitution that is compliant with the Constitution Guidelines
5. Attend an orientation session with a Student Activities' staff member.

Official Name of Student Organization	Nickname of Student Organization

Name of person completing the packet	Main Phone	Alternate Phone	E-Mail

Organizational Contact Information	
Web Page Address	
General Email Address (to be put on the Student Organization website)	

Basic Information	
Federal Employer Identification Number	
On Campus Account Number	
Is the Student Organization Tax Exempt? <i>If yes, IRS form showing this status must be provided.</i>	
Preferred Category	<input type="checkbox"/> Academic <input type="checkbox"/> Cultural/Minority <input type="checkbox"/> Honorary <input type="checkbox"/> Military <input type="checkbox"/> Political <input type="checkbox"/> Professional <input type="checkbox"/> Religious <input type="checkbox"/> Service <input type="checkbox"/> Social Greek <input type="checkbox"/> Special Interest <input type="checkbox"/> Sports and Recreation

Forms to be submitted with this cover sheet	<input type="checkbox"/> Short Form <input type="checkbox"/> Legal Responsibilities <input type="checkbox"/> Advisor Agreement <input type="checkbox"/> List of all members with Banner identification numbers <input type="checkbox"/> Constitution (be sure to make check compliance with requirements)
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Office Use Only:	Accepted by: _____	Entered by: _____	Entered on: _____
Orientation Scheduled for: _____ (Did the organization show? _____)			
Mailbox: _____ Permanent File: _____			