

2008 - 2009

Office of Student Activities and Services (OSAS)

STUDENT ORGANIZATION UPDATE FORM

INSTRUCTIONS: Fill out this form to report a change in the president, treasurer or advisor of your organization or to update contact information. If reporting a new officer/advisor, please make a check next to that office. **Be sure your president signs the bottom of the form.** Return this form to the Office of Student Activities and Services (OSAS), Ground Floor, K-State Student Union. Questions? Please call 532-6541.

NAME OF ORGANIZATION (as it appears in the organization's constitution):

President: Check if new _____

Name _____

Address _____

Email _____ Phone Number _____

Treasurer: Check if new _____

Name _____

Email _____ Phone Number _____

Faculty/Staff Advisor: Check if new _____

Name _____ E-Mail _____

Department _____ Campus Phone _____

Building & Room Number _____

I, the undersigned Advisor, understand the requirements for registration and agree to serve as Advisor for the remaining year. In addition, I understand that as the Advisor I will be cognizant of all organizational activities, aware of financial status and understand and enforce all OSAS policies and procedures.

Signature of Advisor _____ Date _____

(Required for new advisor)

I, the undersigned Primary Officer, on behalf of the organization and with its authority affirm that all information provided is true and correct.

Signature of Primary Officer _____ Date _____

Office Use Only

Date Submitted: _____

Inputted in Access: _____

Received by: _____

Added to Listserv: _____