

Dear [Dean/Department Head/Unit Director name],

Your completion of the College/department/Unit Sponsorship form is a required step in the registration process for [student organization name] for the 2021-2022 academic year. Please use the link below to login to OrgCentral with your K-State eID and password to complete this form for our organization.

Please use our official student organization name when completing the form: [insert official organization name as listed in OrgCentral here]

<https://k-state.campuslabs.com/engage/submitter/form/start/481984>

If you have any questions about our organization's registration, please let me or our advisor [Insert advisor name here] know. If you have any questions about the Dean/Department/Unit Sponsorship Form, please contact the Center for Student Involvement at studentinvolvement@ksu.edu.

Best,

[Insert your name and contact info here]