**Student Organization**

**Pre-Chartering Request**

Provisional recognition may be granted by the Student Activities Center to students in the process of starting a new student organization. The purpose of the Pre-chartering Request is to allow the student to use the Student Union Building meeting rooms and display tables, and borrow tables from the Student Activities Center for use in the mall level around the Student Union in order to call a meeting of interested students or recruit new members to the potential organization. Provisional recognition allows up to three meeting in the Student Union for the following purposes:

1. organization meeting to call together interested students (preparation of a list of ten charter members)
2. meeting to draft a constitution and by-laws
3. selection of officers and faculty or staff advisor

After recognition is granted by the Student Activities Center, the Student Union scheduling office will schedule up to three organization meetings in the Student Union Building. Pre-chartering is not necessary if the required components of a chartered student organization are already met. In that case, a regular charter form should be completed annually.

Tentative Name of Organization:

Tentative Purpose of Organization:

Contact Person: Telephone:

Address:

Email:

First Meeting:

Date: Time:

Second Meeting:

Date: Time:

Third Meeting:

Date: Time:

Approved: Date:

Student Activities Center Staff Signature