UNM STUDENT ACTIVITIES CENTER — Re-Chartering Checklist

Before you start your online re-chartering application, it's a good idea to prepare the following information:

Officer information
- ☐ Officer names and emails
- ☐ Officer titles
- ☐ Members authorized to reserve rooms *(up to 4)*

Group information
This information is listed publicly, if you do not feel comfortable using personal accounts, consider setting up a group email account or Google voice phone number.
- ☐ Phone number
- ☐ Email
- ☐ Website
- ☐ Membership composition *(undergraduate, graduate, or combination)*
- ☐ Meeting information *(day, time, location)*
- ☐ Number of current, active members
- ☐ Mailing address *(if off campus)*
- ☐ Constitution *(electronic version)*

Advisor information
Visit directory.unm.edu to look up your advisor's information
- ☐ First and last name
- ☐ Title
- ☐ Department
- ☐ Office location
- ☐ Mailing address with mail stop code (MSC)
- ☐ Phone number
- ☐ Email

After attending a re-chartering workshop you should:
- ☐ Read your group's constitution, and update it if needed
- ☐ Complete the online Re-chartering Form
  (sac.unm.edu ➡ Student Organizations ➡ Charter System Login)
- ☐ Attend funding and budget workshops if requesting funding from ASUNM/GPSA

Questions? Contact the Student Activities Center
(505)277-4706 • sac@unm.edu • sac.unm.edu