

Process for Becoming 4050 Organizations

Process

1. There will be a form requesting status as a 4050 organization.
2. Student organization officers and advisors complete and sign and acquire approval signatures. Complete form is sent to VPAA.
3. VPAA will review and determine which are approved for 4050.
4. VPAA will communicate to the Student Org and instruct them to close their off-campus account, if approved.
5. Student Org will provide a receipt of the account closure to the VPAA.
6. VPAA will confirm the org has become an A&P Org and notify: Student Senate and Student Activities Coordinator

Approval Information (Form Components)

1. Identification of goals for the student organization.
2. Identification of student learning outcomes for members of the student organization.
3. Explanation for how the organization enhances the career and professional development of its members.
4. Anticipated annual itemized budget. (May cover a three-five year period, if there would be large expenditures that don't take place annually.)
5. Potential funding sources: School, Foundation, Other College Funds (e.g. Student Engagement Enhancement funds)
6. Identification of dues for members and if the local organization is a member of a national organization.
7. Eligibility requirements (if applicable)
8. Signatures: Organization President, Advisor, Dean, VPMSA then to VPAA