



NSU STUDENT AFFAIRS
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August 27, 2007

To: Student Organization Executive Officer(s)
From: E. Kate Harrigan, Director of Campus Involvement
Re: Spring Organization Recognition

Executive Officer(s),

Welcome back to NSU, I hope you had a great break and you are ready for a great Fall Semester! This letter is to let you know what you need to do to get your organization recognized for the Fall 2007 Semester.

My goal as the Director of Campus Involvement is to keep the recognition process simple while providing you with tools to make your organization successful. Please read the directions carefully, and feel free to ask questions. You will need to fill out the attached check sheet and provide the requested documents.

To be eligible to receive voting privileges and appropriations from NSGA, **all items need to be completed and returned to the UC Student Activities office on the bottom level of the UC B01 by 5pm on Friday, September 14, 2007.** If I can provide further context or answer any questions, please do not hesitate to contact me at 918-444-2526, or via email at harrigan@nsuok.edu.

Sincerely,

A handwritten signature in blue ink that reads "E. Harrigan". The signature is written in a cursive style and is positioned above the printed name.

E. Kate Harrigan
Director for Campus Involvement
Northeastern State University
University Center, B01

2007 Fall Recognition Checklist

The following checklist items must be completed, checked off, and initialed by an executive officer. There is additional space at the bottom of this checklist that should be filled in and initialed by your student organization sponsor. For your organization to receive voting and funding privileges from NSGA, all items must be completed and returned by **September 14, 2007** (to the UC Student Activities office, B01). Questions should be directed to the Director of Campus Involvement, E. Kate Harrigan at harrigan@nsuok.edu.

Recognition Requirements

Executive Officer(s)

Provide an updated copy of your organization's constitution.

- If no amendments have been made since you submitted this document in the fall, *initial here:*_____.
- If amendments have been made attach an amended version of the constitution along with a list of which sections have been amended (sheet has been provided for documentation, see attached), *initial here:*_____.

Provide an updated list of organization officers/executive staff members. Also include meeting times and locations, and whether or not you are accepting new members, and if so who they should contact (sheet has been provided for documentation, see attached). *Initial when completed*_____.

One executive officer must attend one of the following meetings:

- Tuesday, 9/4: 10am-11:30am (UC Dogwood Room, 3rd floor)
- Thursday, 9/6: 8:30am-10:00am (UC Dogwood Room, 3rd floor)
- Thursday, 9/6: 2:30pm-4:00pm (UC Dogwood Room, 3rd floor)
- Friday, 9/7: 10am-11:30am (UC Dogwood Room, 3rd floor)

(RSVP to let us know which meeting and which officer will attend to garretkm@nsuok.edu)

Name:_____ Position:_____ will be attending the meeting on: _____.

Executive Officer(s) and Sponsor

Meet with your organization sponsor to confirm that they are willing to continue sponsoring your organization for Fall 2007. *Initial when completed*_____.

Ask your organization sponsor to fill in their updated information below and initial. *Initial when completed*_____.

Student Organization Sponsor Information (to be filled out by sponsor)

Title:_____ First Name:_____ Last Name:_____ (Dr., Ms, Mr., etc.)

Position:_____ Department/College:_____ (Faculty, Staff, Administration)

NSU Extension:_____ Email:_____ # of orgs. you sponsor:_____

Would you be interested in attending a student organization sponsor workshop? (Please circle) Yes Not at this time

List times that would work best for your schedule to be able to attend a workshop:_____

List topics you would like to have covered at a student organization sponsor workshop:_____

Student Organization Sponsor Initials:_____

