



Officer Update Form 2008-2009
University of North Carolina Wilmington



PLEASE PRINT CLEARLY

This form WILL NOT fully re-register your organization with UNCW or the Campus Activities & Involvement Center. It will assist us in updating your organization information each fall and after any elections that may be held during the year.

*Name of Organization: _____ Acronym: _____

*Purpose of Organization: _____

*This information will be published in the Student Organizations Directory unless otherwise requested in writing.

Type of Organization: (Check no more than two)

- Academic, Multicultural, Fraternity/Sorority, Graduate, Honorary, Media, Performance/Visual Arts, Political/Activist, Professional, Religious, Service/Human Interest, Special Interest, Sport Clubs

Approximate # of Student Members: _____ Month of Elections: _____

Meeting Day and Time: _____ Meeting Place: _____

Do you hold open meetings?: yes / no May we publish your meeting information on the web? yes / no

Organization website: _____

Organization e-mail: _____

Name and alternate email address of Email Custodian: _____

Mandatory for organizations, so we may contact the individual who maintains the account if it goes over its size limit.

President / Officer #1: _____ **UNCW Email: _____ Phone #: _____

Alt. Email: _____ Class Standing: (circle one) Fr So Jr Sr Grad

Vice Pres. / Officer #2: _____ **UNCW Email: _____ Phone #: _____

Alt. Email: _____ Class Standing: (circle one) Fr So Jr Sr Grad

Treasurer: _____ **UNCW Email: _____ Phone #: _____

Alt. Email: _____ Class Standing: (circle one) Fr So Jr Sr Grad

Advisor: _____ Faculty / Staff Member?(circle one) Yes No

Email: _____ Phone: _____ Campus Address/Department: _____

**UNCW Email Address is required of all officers. If an alternate email is preferred for general communications, note the address next to "Alt. Email".

Names and email addresses listed above may be released to individuals making general inquiries regarding your organization unless otherwise noted in writing to the Campus Activities & Involvement Center, FSC 2029.

NOTE: Please fill in all requested information



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 (Continued)



PLEASE PRINT CLEARLY

Authorized Representatives

Please provide a list of **ALL** organization members (other than the officers already stated on the front of this form) who are permitted to speak for, or represent, your organization in its relations with the university and who are authorized to receive for the organization official notices, directives or information from the university. **Only the individuals on this list will be permitted to make reservations on campus for your organization.** If additional space is needed, please attach the required information, clearly written, on a separate sheet of paper.

Representative Name	UNCW Email Address	Current Phone Number	Role in Organization <small>(i.e. officer, general member, etc.)</small>

This Officer Update Form is required to be completed during re-registration each fall. In addition, any time a change is made within your organization that affects the information recorded on this form (i.e. newly elected officers, creation of a new website, establishment of regular meeting times, etc.) an updated form must be submitted to the Campus Activities & Involvement Center, FSC 2029.

This form does not automatically update your organization's information on the Campus Activities website. To make changes to the information on the Student Organizations website (www.uncw.edu/storgs) email activities@uncw.edu.

Verify Information Provided

President or Vice President Signature ONLY: _____

Print Name: _____ **Date:** _____

By signing this form you are demonstrating that you are serving as an official spokesperson for this organization and that all the information provided is accurate and current as of the date noted above.

RETURN TO: Campus Activities & Involvement Center / Fisher Student Center, Room 2029

NOTE: Please fill in all requested information

Contact the Campus Activities & Involvement Center with any questions:
 (910) 962-3553 ~ activities@uncw.edu ~ FSC 2029 ~ AOL IM: uncwCAIC

For Office Use Only	
Rec'd by: _____	Updated by: _____
Date: ___/___/___	Date: ___/___/___