



STUDENT ACTIVITIES

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NEW REGISTERED STUDENT ORGANIZATION COVER SHEET

This cover sheet is required for all groups forming a new student organization and for all groups resurrecting a student organization that has not registered for more than two semesters. Submit to Office of Student Activities, KB 105 in the Student Union. For questions or comments, call 501-977-2142 or email stell@uaccm.edu.

Starting a new organization is an exciting first step to making a difference on campus. Everything you need to begin is located in the Student Union in the Office of Student Activities. There you will receive the required forms.

Below are five easy steps to register a new organization:

1. Select five students to serve as representatives on behalf of the organization.
2. Obtain a UACCM Faculty or Staff Advisor employed by the College at least halftime.
3. Submit the required forms (found in the Office of Student Activities).
4. Submit a constitution that is compliant with the Constitution Guidelines.
5. Attend an orientation session with the Office of Student Activities.

Official Name of Student Organization: _____

Nickname of Student Organization: _____

Name: _____ **Main Phone:** _____
(person completing packet)

E-Mail Address: _____ **Alternate Phone:** _____
(person completing packet)

Organization's Website: _____

General E-Mail Address: _____
(to be put on the student organization website)

Preferred Category:

- Governmental Honorary Professional Honorary Services Religious
- Special Interest Sports and Recreation

Forms To Be Submitted With This Cover Sheet:

- Short Form
- Advisor Agreement
- List of All Members With UACCM Student ID
- Constitution (be sure to make check compliance with requirements)

STUDENT ACTIVITIES USE ONLY

Accepted by: _____ **Entered by:** _____ **Entered on:** _____

On Campus Agency Account Number: _____

Orientation Schedule for: _____ (did organization show? _____)

Mailbox: _____ **Permanent File:** _____