

**THE UNIVERSITY OF TENNESSEE
STUDENT ORGANIZATION REGISTRATION REQUEST
AND UPDATE FORM**

Any student group seeking official registration by the University in order to utilize University facilities must complete this form and return to Emily Cooley, Office of Student Life, 800 Madison Avenue, Suite 300. The group must update the officers yearly to remain a registered group on campus.

A complete description of the process for the registration of student organizations may be found in the Registration and Conduct of Student Organizations section in the CenterScope Student Handbook.

Please attach a copy of your organization's constitution and by-laws to this form. If the group does not have a constitution and by-laws, please consult the CenterScope Student Handbook for instructions regarding the preparation of a constitution or contact the Office of Student Life for assistance.

Date of Request _____

Name of Organization _____

Mailing Address _____

Purpose _____

Membership Eligibility Requirements _____

Please list the current officers of this group and describe the various functions of each office:

President _____ Telephone _____

Address _____

E-Mail _____

Functions of this office _____

Vice President _____ Telephone _____

Address _____

E-Mail _____

Functions of this office _____

Secretary _____ Telephone _____

Address _____

Functions of this office _____

Treasurer _____ Telephone _____

Address _____

Functions of this office _____

Faculty/Staff Advisor _____ Department _____

UT Telephone _____ UT Address _____

Please state the length of the terms of the officers and the method by which they are elected to serve as the leaders of your group: _____

How frequent are your meetings? _____

Additional comments about your group: _____

Name of person submitting request: _____

Telephone _____ Signature _____