



Application for Registration of a Student Organization/Club (SOC)

(Complete on-line ONLY. Do NOT use ink.) Submit completed form to the MU Student Involvement Center. (Revised 3/04/2015)

Name of Student Organization/Club:

All student organizations/clubs are required to register with the MU Student Involvement Center. Following the initial registration, each organization must update their registration each semester, no later than September 1 in the Fall and February 1 in the Spring, using the Student Organization/Club (SOC) Agreement Update Form.

It is the responsibility of each organization/club to determine its own legal status and tax filing requirements (if applicable). Please indicate the legal status of your organization/club:

1. Is your club/organization formally organized? (i.e. has a board, officers, a constitution, bylaws, etc, **please include with your application.**)

Yes No

2. Is your club/organization part of a national organization (i.e. fraternity, sorority)? If so, **please include a copy of your charter or membership paperwork.**

Yes No

3. Is your club/organization registered with the IRS as a legal entity separate from the University?

If yes, please indicate your club/organization Federal ID Number:

Yes No

4. Is your club/organization registered with the IRS as a 501(c)3 organization?

If not, please indicate your club/organization's legal/corporate status:

Yes

No

(Please be aware the University does not prepare or file Forms 990/990-N with the IRS on behalf of Student Organizations/Clubs. It is the responsibility of the SOC to do so, if applicable.)

5. Will your club/organization need to collect or disburse funds? If so, you are required to maintain a bank account with the Controller's Office.

Yes

No

If you answered yes to #5, have you read, signed, and submitted page 5 of the Finances and Banking for Student Organizations/Clubs Policy along with this application?

Yes

No

Purpose: Provide a complete statement of the purpose and objectives of this organization. Include how the group activities are beneficial or complimentary to the University.

Financial Activity: If a bank account is requested, describe the nature of the financial activity that will be processed through the organization/club's bank account. (Where does the funding come from and for what will the funds be spent?):

Dissolution: Should the organization cease to exist or remain dormant for a period of two years, its bank account will be closed and the group's status as a registered Student Organization/Club will be inactivated. Upon such event, please indicate how any remaining funds should be disbursed (please be advised if no specific instructions are provided on this application, any remaining funds will be transferred to the Student Government Association):

Please list the MU employee advisor for this fund. All expenditures from the fund will require approval from the advisor and related Dean/Director. For Academic Clubs, if the purchase is \$3,000.00 or more the VP for Academic Affairs approval is also required. Purchases of \$5,000.00 or more, require the approval of the VP for Business Affairs.

1. MU Advisor Name: _____ Date: _____

MU Advisor Signature: _____ E-mail _____

2. MU Dean/Director Name: _____ Date: _____

MU Dean/Director Signature: _____ E-mail _____

Please list any officers of the organization (i.e. President, Vice President, Secretary, or Treasurer). If the organization does not have officers, please list the appropriate representative(s) contact information.

1. Name: _____ Title: _____

Phone Number: _____ E-mail Address: _____

2. Name: _____ Title: _____

Phone Number:

E-mail Address:

3. Name:

Title:

Phone Number:

E-mail Address:

4. Name:

Title:

Phone Number:

E-mail Address:

Important Note: Student organizations/clubs accepted into the Agency Fund must complete and sign a separate SOC Account Agreement Update Form at the beginning of each semester.

Student Involvement Center Use:

Application is:

Student Involvement Center Approval:

Approved

Declined

Requires an SOC Agency Bank Account

Controller's Office Use:

Agency Project#:

Controller Approval: _____

Date Approved: _____