SOUTH TEXAS COLLEGE
REQUEST TO SET UP A STUDENT ORGANIZATION - FUND CODE

Instructions: Please type. One Advisor and at least Five students are required to start a student organization. Forward the completed form and Constitution to the Department of Student Activities and Wellness.

Student organizations that are inactive for a period of two years will have their accounts closed and all funds transferred into the Student Life agency account to be used for activities and events benefiting South Texas College students.

Student organizations may not use the name of the College or an abbreviation of the name of the College as part of its name. You may use "at South Texas College" or "South Texas College Chapter" at the end of the organization's name.

Name of the Student Organization: _____

Purpose of Student Organization: _____

_____

_____

_____

_____

_____

Advisor/Financial Manager: The advisor/financial manager must be a full-time faculty, administrator or professional staff member at South Texas College. Student organizations specific to an academic major must have a faculty member from that academic program as their primary advisor. The Financial Manager role is required and must be assigned in order to create the fund code.

Role: Financial Manager (Required)

Print Name	Employee ID #	Telephone Number
Department	Division	E-mail

(Signature)

Role: Advisor (If different from Financial Manager)

Print Name	Employee ID #	Telephone Number
Department	Division	E-mail

(Signature)

Requested By: _____ Print Name _____ Date

Director of Student Activities & Wellness (Print Name) _____ (Signature)

☐ List of Officers and Active Members Attached

*** Business Office Use Only ***

Fund Code: _____ Banner System FOATEXT: _____ Effective Date: _____

Processed by Business Office	Date	Budget Approval

Name of the Student Organization: _____

Organization Officers

Name	Officer Title	Signature

Organization Members

Name	Signature

Organization Members (Continued)

Name	Signature