

# SOUTH TEXAS COLLEGE

## MANAGER AND/OR NAME CHANGE REQUESTS FOR STUDENT ORGANIZATIONS

Instructions: Please type. Provide the requested information and forward signed form to the Department of Student Activities & Wellness for approval. The Manager of the student organization will be informed via e-mail when the change has been processed.

### REQUEST TO CHANGE MANAGER FOR STUDENT ORGANIZATIONS

STUDENT ORGANIZATION NAME	WORKTAG ID	CURRENT MANAGER	NEW MANAGER

Manager's Employee ID #: \_\_\_\_\_ Manager's Employment Title: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Division Vice President: \_\_\_\_\_

### REQUEST TO CHANGE STUDENT ORGANIZATION NAME

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.

CURRENT STUDENT ORGANIZATION NAME	WORKTAG ID	NEW STUDENT ORGANIZATION NAME

#### \*\*\*Justification\*\*\*

Justification for Manager and/or Student Organization Name Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### \*\*\*Approvals\*\*\*

Requested by (Print Name)	Signature	Date
Manager (Print Name)	Signature	Date
Student Officer* (Print Name)	Signature	Date
Student Officer* (Print Name)	Signature	Date
Director of Student Activities and Wellness (Print Name)	Signature	Date

\*Approval of student officers only required in requesting change to student organization name

#### \*\*\* Business Office Use Only \*\*\*

Processed by Business Office	Date	Effective Date	Budget Approval
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