

CORE Re-Recognition Checklist

The following list of documents must be returned electronically to the Pucc Vice President by **5 p.m. on April 28, 2008**. Clubs returning late documents will not be re-recognized and must apply for new club recognition status. Please save a copy of the file with the club advisor and with an active officer for future records.

- Updated Copy of Constitution (Word Document, please)
- New and Previous Officer Contact Information
- New Compliance Form (Hardcopy)
- End of the Year Report
- 2008-2009 Budget Projection Sheet
- 2008-2009 Budget Request

Conditions for Maintaining Pucc Recognition:

- The group must adhere to the guidelines of the CORE Handbook.
- The group must practice within the stipulations of its own constitution.
- The club/organization should show contribution to the Pacific Community.
- All groups must hold elections before the third week of April.
- Within one week of elections, the names of the officers must be reported to the CORE Administration Committee.
 - Groups must file this even if there is no change in officers.
 - Groups must also file this if there is a change in officers outside of the yearly elections.
- A new Compliance Statement must be signed by the club's president and advisor and returned to the Pucc office in hardcopy format by the deadline.

Information for Application Submission:

- Save a copy of the file for your club/organization's records.
- Please return application electronically to Lindsey Costley, cost9536@pacificu.edu.
 - Be sure to include any additional pages (list of members, constitution, etc.) electronically with the application.
 - In place of signatures, typed names will be accepted on all forms (with the exception of the compliance statement).
- Please return a signed hardcopy of the compliance statement to Lindsey Costley, U.C. Box #3033, or the Pucc office UC 106.

New and Previous Officer Contact Information

2008-2009 Club Information

Club Name: _____

Advisor: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

President: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

Treasurer: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

2007-2008 Club Information

Club Name: _____

Advisor: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

President: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

Treasurer: _____ Preferred Phone: _____

Email: _____ U.C. Box: _____

PACIFIC UNIVERSITY
2008-2009 Compliance Statement
Operated by the Pacific Undergraduate Community Council
For Recognition of Club Status

We, the club/organization president and faculty advisor, of _____ agree that our club/organization will fully comply with the following University codes and regulations pertinent to on-campus student organizations.

1. The organization's activities, objectives, and mission will be consistent to the rules and regulations of Pacific University and with municipal, state, and federal laws.

2. Our student organization will comply with the Notice of Nondiscrimination Policy of Pacific University:

It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled Veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans With Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. (Questions or complaints may be directed to the Vice President of Academic Affairs or Provost, 2043 College Way, Forest Grove, OR 97116, (503) 352-2215)

3. Every voting member of our organization will be currently enrolled as a student at Pacific University and will be in compliance with the statement of eligibility that is addressed in the Pacific University Catalog. It is hereby understood that only Pacific University students will serve as officers of our club/organization.

4. Our club/organization will manage its own finances but in accordance with the rules and regulations prescribed by Pacific's Business Office and PUC's Budget Authority. We understand that all recognized student organizations are nonprofit organizations. We also understand that recognition status in no way implies that PUC guarantees receiving PUC funding.

5. Our club/organization will present a current list of [potential] members and the name of the current [required] University faculty/staff advisor. In addition, our club/organization will provide a current/updated constitution amended and approved by voting members. These documents will be kept on file in the PUC office. Our club/organization will submit a constitution [at least] every four years, to remain active.

6. Our club/organization may use Pacific University's name or designation in its title or publications, only to the extent authorized by PUC. Written communications from our club/organization shall explicitly indicate our recognition status with Pacific University as follows:

[*Club/organization name*] is a recognized student organization at Pacific University.

Our club/organization may not use the University's name in any manner which will imply University endorsement, approval, or sponsorship of our club's/organization's specific actions, purposes, publications, positions, views, or personal ethics.

7. We understand that all of our organization's fund-raising activities and all of our events involving alcohol must be registered with the appropriate University offices.

8. We understand that all student organizations shall abide by the regulations established for the use of various University facilities. Activities and programming shall be in keeping with the purpose and objectives of the specific group and Pacific University. The use of University facilities may be denied to any student organization when, in the judgment of the Vice President for Student Affairs, such use would likely expose the University, its employees, students, or visitors to unreasonable liability for personal or other injury or risks; or, when such use would unfairly deny access to reasonable use by other student organizations; or, when such requested use by a student organization is used as a pretext to gain access to use of University facilities by or for non-university students or groups; or, to conduct purely commercial activities; or, for personal or private use of students or non-students; or, for any other improper use.

9. Our student organization shall inform the Director of Student Activities in writing when it intends to invite a group of non-student guests to the campus and the purpose of such an invitation. This proposal should be directed to the Director at least two weeks prior to the event. It is not the intent of this provision to exercise censorship over activities but to assure that orderly scheduling of facilities and adequate preparation for the event occurs.

10. With regard to hazing our organization shall not take any action nor create any situation, whether on or off University premises, to produce mental, psychological, or physical discomfort, embarrassment, harassment, or ridicule. We understand that such activities may include but are not limited to the items enumerated in the Oregon State Law.

11. We are aware that PUCG may temporarily suspend the recognition status of our student organization upon reasonable belief that we have violated the terms of our recognition.

12. We have read the handbook and this Compliance Statement and have shared their contents with our membership who also agrees to abide by the conditions set forth.

Name of Organization

President / Date

Advisor / Date

***Please return signed hardcopy to the Pucc office (UC 106) or Lindsey Costley, U.C. Box #3033.*



Pucc End of the Year Report for 2007-2008

Current Information 2007-2008:

Club/Organization Name: _____

President: _____ email: _____ UC box _____

Advisor: _____ email: _____ UC box _____

Programming Activities:

Program Name	Date and Time	Location	# attended	Amt. Spent	Repeat? (Y/N)

Total Amount Spent 2007-2008 \$ _____

Please give a synopsis of the year. Do you feel that you had a successful year? What were some main challenges this year within your club? What were some of the most successful programs that you held this year? (Continue on additional page if necessary)

What are some suggestions that you can give to Pucc to better organize: 1) core group, 2) budget, 3) other suggestions? (Continue on additional page if necessary)

Officers for 2008-2009:

President: _____ email: _____ UC box _____

Treasurer: _____ email: _____ UC box _____

Advisor: _____ email: _____ UC box _____

*****Please attach a list of members who will be active participants of your club next year and a current copy of your constitution. Please return attached information with recognition packet to Lindsey Costley, cost9536@pacificu.edu.**

PUCC Club Budget Projection for 2008-2009

Name of Organization _____

Revenue	2007-08	2008-09	
Items/ Activities	Amount		Comments/Explanation (can use separate sheet)
Dues:	_____	_____	_____
Donations	_____	_____	_____
Sales:	_____	_____	_____
Other:	_____	_____	_____
PUCC Funding:	_____	_____	(←Clubs will know in Sept.)
Total Revenue:	_____	_____	(←Projected Revenue)

Expenses	2007-08	2008-09	
Items	Amount		Comments/Explanations (can use separate sheet)
General Programs:			
Social Functions	_____	_____	_____
Community Service	_____	_____	_____
Educational Programs	_____	_____	_____
Other Programs	_____	_____	_____
Other Expenses	_____	_____	_____
Total Revenue	_____	_____	_____
Total Expenses	_____	_____	_____
Funds Requested	_____	_____	

Advisor Signature: _____

Treasurer Signature: _____



PUCC Club/Organization Budget Request for 2008-2009

Name of Club/Organization: _____

PUCC Awarded Budget for 2007-2008: \$ _____

Club dues/fees/outside donations (internal budget): \$ _____

Fundraising: \$ _____

Total operating budget: \$ _____

Expenses for year 2007-2008:

General programs: \$ _____

Social functions (i.e. Banquets, member-only programming): \$ _____

Community service: \$ _____

Other (please specify)

_____ : \$ _____

_____ : \$ _____

_____ : \$ _____

Total amount spent 2007-2008: \$ _____

Budget request for year 2008-2009: \$_____

If you are requesting a budget that differs from your 2007-2008, what is your reasoning?

Comments/Explanation:

***Please return packet to Lindsey Costley, cost9536@pacificu.edu.*