

# CORE RE-RECOGNITION CHECKLIST

Please return **electronically** by April 1, 2015.  
to the Student Senate VP of Leadership, Aryn Jones.

Please keep all information in one document in the order listed below. Please save a hard copy of the file with your club's advisor and with an active officer for future records.

- ✓ Financial Report for 2013-2014
- ✓ Club Budget Projection and Funds Request 2014-2015
- ✓ Tentative Club/Organization Roster
- ✓ Updated Copy of Constitution (copy into this document)
- ✓ Updated Copy of Compliance Statement (signed)

## CONDITIONS FOR MAINTAINING STUDENT SENATE 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
- Within one week of elections, the names of the officers must be reported to the CORE 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.

## INFORMATION FOR APPLICATION SUBMISSION:

- Save .doc with title: ClubName\_2015-16\_ReRec.doc
  - {ex: FoodClub\_2015-16\_Re-Rec.doc}
- Save a copy of the file with advisor and an active officer for club records
- Please return application electronically to Aryn Jones [[jone9702@pacificu.edu](mailto:jone9702@pacificu.edu)]
  - Be sure to include any additional pages (constitution, roster, etc) in the same document, in the order listed above
  - In place of signatures, typed names will be accepted on all forms.



**STUDENT SENATE**  
**Financial Report for 2014-2015 (continued)**

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?

What are some suggestions that you can give to STUDENT SENATE for next year?

1) CORE group:

2) Budget:

3) Other suggestions? (Continue on additional page if necessary)

**Officers for 2014-2015:**

President:

email:

UC box

Treasurer:

email:

UC box

Advisor:

email:

UC box

## Club Budget Projection and Funds Request 2015-2016

Name of Club/ Organization: \_\_\_\_\_

### Revenue

**2014-2015**

| Items/ Activities  | Amount | Comments (Can use separate sheet) |
|--------------------|--------|-----------------------------------|
| Allocation from SS |        |                                   |
| Membership fees    |        |                                   |
| Donations          |        |                                   |
| Sales              |        |                                   |
| Other              |        |                                   |

**Total revenue:**

**2015-2016**

| Items/ Activities  | Amount | Comments (Can use separate sheet) |
|--------------------|--------|-----------------------------------|
| Allocation from SS |        |                                   |
| Membership fees    |        |                                   |
| Donations          |        |                                   |
| Sales              |        |                                   |
| Other              |        |                                   |

**Total projected revenue:**

### Expenses

**2014-2015**

| Items/ Activities    | Amount | Comments (Can use separate sheet) |
|----------------------|--------|-----------------------------------|
| General Programs     |        |                                   |
| Social Functions     |        |                                   |
| Community Service    |        |                                   |
| Educational Programs |        |                                   |
| Other Programs       |        |                                   |
| Other expenses       |        |                                   |

**Total expenses:**

**2015-2016**

| Items/ Activities | Amount | Comments (Can use separate sheet) |
|-------------------|--------|-----------------------------------|
|-------------------|--------|-----------------------------------|

|                      |  |  |
|----------------------|--|--|
| General Programs     |  |  |
| Social Functions     |  |  |
| Community Service    |  |  |
| Educational Programs |  |  |
| Other Programs       |  |  |
| Other expenses       |  |  |

**Total projected expenses:**

**Funds Requested 2014 – 2015:** \_\_\_\_\_

**Funds Requested 2015 – 2016:** \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Treasurer Signature: \_\_\_\_\_

**If you are requesting a budget that differs from your 2014-2015, what is your reasoning? Comments/Explanation:**

## Tentative Club/Organization Roster

Officer Contact Information 2014-2015:

**Advisor:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**President:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**Vice President:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**Treasurer:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**Secretary:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**CORE Rep:**

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

Roster:

| First Name | Last Name | Year | Major/Department | Email @pacificu |
|------------|-----------|------|------------------|-----------------|
|            |           |      |                  |                 |
|            |           |      |                  |                 |
|            |           |      |                  |                 |
|            |           |      |                  |                 |
|            |           |      |                  |                 |

## **Updated Copy of Constitution**

(Please paste Constitution here)

PACIFIC UNIVERSITY  
2015-2016 Compliance Statement  
Operated by the College of Arts and Sciences Student Senate  
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 STUDENT SENATE's Budget Authority. We understand that all recognized student organizations are nonprofit organizations. We also understand that recognition status in no way implies that STUDENT SENATE guarantees receiving STUDENT SENATE 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 STUDENT SENATE 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 STUDENT SENATE. 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 STUDENT SENATE 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.**

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*Name of Organization*

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*President / Date*

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*Advisor / Date*

Return completed application to STUDENT SENATE office in the lower UC, room 104.