Application/Renewal Application for Student Club or Organization Recognition

To obtain status as a recognized club or organization, each organization must provide MSG, on an annual basis, the information below. Failure to submit this form and its supporting documents will result in the student organization not gaining recognition as a club or organization of McMurry University and the rights and privileges associated with that recognition. If you have questions, please contact MSG or consult your Student Handbook. Please complete the information below EXACTLY as you would like it to appear in future publications. Please, Print or Type.

Organization Information

Name of Organization: ______________________________________  McMurry Box #: __________________

Type of Organization:  
Honorary  Professional/Academic  Social Club
(Please Circle Only One)
Honorary  Professional/Academic  Social Club
Special Interest  Governing/Coordinating  Service Org.

Description/Purpose (This excerpt may be used as a description of the club/organization in the McMurry catalog):
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

GPA Requirement: ___________  Avg. Org. GPA ___________  Dues: _________________ ( semesterly / yearly )

Faculty/Staff Advisor Information

On Campus Advisor/Sponsor – Name: _____________________________  Dept. ______________________
Extension: ________________  McMurry Box #: ________________  Signature: ____________________________

On Campus Advisor/Sponsor – Name: _____________________________  Dept. ______________________
Extension: ________________  McMurry Box #: ________________  Signature: ____________________________

On Campus Advisor/Sponsor – Name: _____________________________  Dept. ______________________
Address: _____________________________________________________  Signature: ______________________

On Campus Advisor/Sponsor – Name: _____________________________  Dept. ______________________
On Campus Advisor/Sponsor – Name: _____________________________  Dept. ______________________

Office Use Only

MSG: ________________________________________________________

Completed Recognition Form  Constitution and By-laws  Attended Recognition Workshop  Officer/Member Spring Update

Date Received: _______________________________________________
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Student Run Accounts
All official associated student-run accounts (i.e. student government, student orientation team, CAB, MSF, Religious and Spiritual Life) must grant an administrative role to the Digital Marketing Specialist. All other student-run clubs and organizations (including, but not limited to social clubs and other organizations on campus) must have their staff advisor sign a Social Media Advisor Agreement, in which the staff member agrees to act as an ‘advisor’ or supervisor of the organization’s social media account(s) and must monitor all content to ensure quality and accuracy. To complete this agreement, please review the Student Organization Recognition Form here. All active clubs and organizations on campus are responsible for filling out the Social Media Contact Section of the Student Organization Recognition Form so that in the event of an emergency, campus staff have access to account managers. The contact form must be updated each fall semester.

All club and organizations on campus that are not directly monitored by the Digital Marketing Specialist must have the following disclaimer displayed on their page in one of the following manners: in the biography or “about” section of their platform, as a pinned post, or posted as an image once an academic year. For questions regarding the disclaimer, please reach out to the Digital Marketing Specialist (x4605).

Please include the following post on all social media accounts:

All views expressed and posts are our own, and do not represent the views of McMurry University.

Social Media Handles

Facebook:
Account Manager(s): 
E-Mail: ______________________ Phone: ______________________

Twitter:
Account Manager(s): 
E-Mail: ______________________ Phone: ______________________

Instagram:
Account Manager(s): 
E-Mail: ______________________ Phone: ______________________

Snap Chat:
Account Manager(s): 
E-Mail: ______________________ Phone: ______________________

Youtube:
Account Manager(s): 
E-Mail: ______________________ Phone: ______________________

Social Media Advisor Agreement
The undersigned certifies that the Faculty/Staff Advisor agrees to oversee the organization’s social media account(s) and occasionally monitor content to ensure quality and accuracy. The Faculty/Staff Advisor should help monitor the overall tone of all posts and ensure that McMurry University is not reflected in a negative light. In the event that the Faculty/Advisor deems a post or any content inappropriate, he/she should mentor the account managers by helping them edit the post and teach them how to avoid the mistake again in the future. Any questions or concerns about social media and the role Faculty/Staff Advisors have in it may be directed to the Digital Marketing Specialist at x4605.

Advisor— Name: ______________________ Extension. __________ Signature: ______________________
Officer/Representative Information

President – Name: ____________________________________________
Address: _______________________________________________________  
E-Mail: __________________________________ Phone: ____________________

Vice-President – Name: _________________________________________
Address: _______________________________________________________
E-Mail: __________________________________ Phone: ____________________

Secretary – Name: ____________________________________________
Address: _______________________________________________________  
E-Mail: __________________________________ Phone: ____________________

Treasurer – Name: ____________________________________________
Address: _______________________________________________________  
E-Mail: __________________________________ Phone: ____________________

Affidavits

The undersigned certifies that the student organization agrees to comply with all McMurry University policies and procedures, MSG Constitution, Texas State Law on Hazing, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

These policies include, but are not limited to:

- Policy #108: Hazing
- Policy #112: Published Policies and/or Federal, State, or Local Law
- Policy #113: Illegal Narcotics
- Policy #114: Alcohol Use and Possession
- Policy #117: Disorderly and Obscene Conduct

I understand that failure to abide by these laws and McMurry University policies may result in the suspension or other serious disciplinary action against the club/organization and its members and officers.

X ________________________________ Date
Signature of Club/Organization- President

X ________________________________ Date
Signature of Club/Organization- Vice-President

Please return to the Office of Student Engagement in the Garrison Campus Center, Rm 104.