

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: _____
(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. _____

Address: _____ Signature: _____

Office Use Only

MSG: _____

Date Received: _____

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

Student Organization/Club Social Media

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 _____
Signature of Club/Organization- President Date

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

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