



Student Life/Student Activities

Office Use only
Rec'd: _____
Year: _____
Signed: _____

STUDENT ORGANIZATION ANNUAL UPDATE FORM

The Student Organization page on our web site is completely updated each year and we need information from your organization. Please complete and return to the Student Life/Student Activities Office (SC 220) as soon as possible. Please print all information.

Organization Name: _____

President Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Vice President Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Treasurer Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Advisor Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

The student organization web page will provide the following information:

Name of Student Organization

Name of President and Advisor

An email address

Web site address

A description of each organization and a link to your web site (if you have one).

Date, Time and Location of regular meetings.

Email address to be displayed on the organization page: _____

Organization web address: _____

Meeting information:

Day of week/Dates: _____

Time: _____

Location: _____

In 500 words or less please describe your organization. The webmaster reserves the right to edit or content and/or space. Please e-mail your description to leszkod@wcsu.edu. Place the name of the organization in the subject line of the e-mail.

You may also include your logo to appear on the organization page. The logo must be no smaller 100x100 pixels and no larger than 300x150 pixels. The logo may be submitted on floppy disk or emailed with the subject line "logo for organization name. The logos may be in .gif, .jpg or .psd format.

The university will host student organization web pages. Please contact the Student Life/Activities Office for more information.

I acknowledge and grant permission for the Student Life/Student Activities Office to list the above information on the university web site.

President's Signature

Date