



Departmental/Office Recognition of Student Organizations A Step-By-Step Process

Departmental Responsibility for Recognizing a Student Group:

- An academic department or a University office can recognize a student group by affiliating the department/office with the organization (Note: the group's mission needs to have a direct correlation with the mission of the department/office).
- The department/office takes responsibility for the organization and is expected to support the group in various ways. These include: general day-to-day support, risk management, financial support, student leader development, and programming.
- The Office of Student Activities runs a Student Organization Resource Center (SORC) located in the Campus Center West addition right across from the Boardroom. SORC is a good resource for any student organization in need of assistance.

Departmental/Office Sign-Off

- The department/office must agree to assign a faculty advisor to the group- this could be any faculty member within the department/office.
- The department chair/office director must sign a memo noting the departments' acceptance of this affiliation and whom the faculty advisor will be.
- Become familiar with the Student Group and Faculty Advisor Handbook & be up to date with advisor trainings and consultation as needed
- The Office of Student Activities can supply the department with this memo. It is currently located on the Student Involvement [page](#) of MyInvolvement under "documents."

Honor Societies/Exclusive Student Organizations (not open to all students) Responsibility

- Complete a constitution (sample can be provided) or be aware of and follow the processes and procedures of a local chapter if affiliated with a national organization
- Seek a department/office affiliation (see above)
- Submit a registration application for an organization on myinvolvement.org
- Complete mandatory training for student organization leaders as noted for the current academic year – to be provided

If you have any questions, please contact:
Pamela J. Alexander
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(518) 442-5566

Departmental/Office Recognition of Student Organizations Recognition Memo

(This includes Pre-Professional Organizations and Honor Societies)

I hereby grant recognition of the said group, _____, to be
Pre-Professional Organization
recognized by the Office/Department of _____, for
Recognizing Office/Department
the 2018-2019 academic year and I fully understand and accept the roles and
responsibilities of this recognition outlined on the attached form and available on
the Student Involvement MyInvolvement [page](#) under “documents.”

Assigned Faculty Advisor: _____
Please Print Full Name

Signature of Department Chair/Office Director: _____
Please Sign

Date of Signature: _____

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