

Student Organization Profile Update Form

Eastern Michigan University's **Recognized** Student Organizations have scheduling rights in EMU facilities with room rental fees waived. A student organization is recognized through the Student Involvement Office. For more information about being recognized, call 734.487.3045 or go to the Student Involvement Office at 340 EMU Student Center.

It is vital that you keep your contact information current so we can contact you with questions or update you with information regarding your events. Changes to the contact person's information should be done in person in the Conference & Event Services Office, 312 EMU Student Center or by e-mailing us at bookemu@emich.edu. It is the President's responsibility to understand university policy and procedures and ensure your organization follows them. **By signing below, you are the official representative for your student organization and accept responsibility for the actions of your members.**

Group X- Fund Number:

Elections held:

Organization Name: _____

Faculty/Staff Advisor:

Name: _____ Email Address _____

Faculty mailing address: _____ Phone Number _____

Student Org. President's Name: _____

Phone #'s: Permanent _____ Cell _____ Work _____

Email Address: _____

Local Address: _____ Zip Code _____

Signature: _____

By signing, you are the official representative for your student organization and accept responsibility for the actions of your members.

LIST OF APPROVED MEMBERS who can make reservations:

All information needs to be completed for a member to make reservations.

Name _____ Phone# _____ E-Mail _____

Name _____ Phone# _____ E-Mail _____

Name _____ Phone# _____ E-Mail _____
Name _____ Phone# _____ E-Mail _____

I have listed more names on an attached sheet of paper.