



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Dear PVAMU Recognized Student Organizations:

Welcome Back to “The Hill”! Each year, PVAMU student organizations are required to complete a “**Student Organization Registration**” packet for recognition. The student organization registration packet must be submitted to the Office of Student Activities & Leadership, Memorial Student Center (MSC) RM 221 by Friday, September 16, 2011. To ensure proper recognition, the completed student organization registration packet will include the following **TYPED** documents:

- PVAMU Recognized Student Organization Registration Form
- Certificate of Compliance
- Primary Advisor Form
- Secondary Advisor Form (if applicable)
- Membership Roster (***LAST four (4) digits only***)
- Proposed Calendar
- An updated **SIGNED** constitution and/or chapter policies & procedures

The Student Organization Registration documents are available online, <http://www.pvamu.edu/pages/798.asp>.

Please note:

- Please type “NA” in **ALL** blank spaces.
- **Student ID numbers** are **REQUIRED** for the Membership Roster Form. (***ONLY THE LAST FOUR (4) DIGITS***)
- Special Events Occupancy Forms must be submitted for all listed events and chapter meetings on the Proposed Calendar Form.
- Make and retain a copy of all submitted documents for the chapter files.
- Submit the completed student organization registration packet in a manila folder.

The fall **2011 Registered Student Organization Workshop** is **Wednesday, September 7, 2011 at 5:30 PM** in the **Opal Johnson Smith Auditorium** of the **Willie A. Tempton, Sr. Memorial Student Center**. This mandatory workshop is for advisors (primary/secondary), chapter presidents, and vice presidents which includes the required Risk Management Presentation. ALL PVAMU registered student organizations’ identified representatives are required to attend a Risk Management Presentation prior to official university recognition for the academic year.

In addition, the fall **2011 PVAMU Student Organization Open House** is **Thursday, September 8, 2011 is 6:45 PM** also held in the Willie A. Tempton, Sr. Memorial Student Center. Please **EMAIL** the chapter’s ***Open House registration*** to [dmsimmons@pvamu.edu](mailto:dmsimmons@pvamu.edu) including the student organization’s name, contact person, email and contact phone number.

All PVAMU recognized student organizations are strongly encouraged to participate. Only officially recognized PVAMU student organizations are allowed to participate. **Space is limited!**

If you have any questions, please contact the office at (936) 261-1340 or email: [dmsimmons@pvamu.edu](mailto:dmsimmons@pvamu.edu).

Thank you for your usual cooperation. Again, Welcome Back!

Denise Simmons  
Assistant Director

Office of Student Activities and Leadership  
P.O. Box 519, MS 1020 Prairie View, Texas 77446  
Phone (936) 261-1340 Fax (936) 261-1364

[www.pvamu.edu](http://www.pvamu.edu)