



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 12, 2008. 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
- Proposed Calendar
- An updated SIGNED constitution and/or chapter policies & procedures

Please note:

- Please type “NA” in **ALL** blank spaces.
- **Student ID numbers** are **REQUIRED** for the Membership Roster Form.
- 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 Student Organization Registration documents are available online,
<http://www.pvamu.edu/pages/798.asp>.

If you have any questions, please contact the office at (936) 261-1340.

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