**Application for a New Graduate Student Organization
at the University of Miami**

If you have questions about this application, or about the process of renewing a student organization, please email the GSA Parliamentarian at gsa@miami.edu.

1. Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Abbreviation (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On Campus Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisor C#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental Affiliation/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_

3. How would you broadly define your group (pick all that apply)?

⬜ Departmental/Program-Affiliated Group ⬜ Interest/Hobby Group
 Which Program(s)

⬜ Population/Community Group ⬜ Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Statement of Purpose of the Organization (200 word limit):

5. Are you affiliated with any organizations outside the university? Please describe.

6. Executive Board Officers

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental Affiliation/Degree: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental Affiliation/Degree: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental Affiliation/Degree: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental Affiliation/Degree: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you have other executive board members/positions? Please include their positions and contact information.

8. Do you have organizational contact information? Examples: email address, Facebook page, Facebook group, LinkedIn page, etc. Please include below.

9. What is the best way to contact your organization for GSA business and updates?

10. How do you intend inform your group members of events and activities (email, Facebook, flyers, word of mouth, etc.)?

Other Attachments:

11. Constitution/Bylaws

12. Names and C# (last 4 digits) of at least 10 interested members

13. Proposed Events and Budget (may be postponed until after meeting with Parliamentarian)

Funding:

14. Do you expect to receive outside funding? From where? How much?

15. Do you intent to charge your members dues? How much?

16. Do you expect to fundraise? How much in fundraising are you hoping to raise?

Meeting:

17. When is your executive board be able to meet with the Parliamentarian?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 8-10am | 10am-12pm | 12-2pm | 2-4pm | 4-6pm | 6-8pm | 8-10pm |
| Mon |  |  |  |  |  |  |  |
| Tues |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |
| Thur |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |  |