The University-Affiliated Organization Recognition Process has been established to ensure one consistent process for student clubs to be officially recognized as a University-Affiliated Organization (or UAO). As defined by the SGA Constitution, Article 6 Section 3, a University-Affiliated Organization is an organization of students whose function is very similar to a Club, but they have a special, elevated relationship with a University Department or Office. Their function serves a role larger than a club which provides a greater student need on behalf of the University. One of the major differences between a club and a University-Affiliated Organization is the level of support and non-financial resources that the UAO receives directly from an office, namely in the human resources of advising as well as space given to the group by an office or department for use. These groups also have a dedicated advisor or supervisor whose University role or job description directly includes the advising of this group. Their classification affords them to receive priority funding (a line item of funds in the Association Budget) each year during the club funding process, receiving at least a $10,000 operating budget from the Association. Their budget is determined through the Association Budgeting process and is a line item of the Association’s club funding area.

Requirements to be recognized as a UAO by the Student Government Association

A club may be officially considered a University-Affiliated Organization if the organization meets all of the following criteria:

1. A campus office or department agrees to provide an elevated level of support to the organization, including the specified responsibility of advising this club in the advisor’s job description or duties.
2. The organization receives at least $10,000 in annual funding from the Association for their initial budget.
3. The operations of the organization are unique and critical to the mission of a University department or the needs of the student body, as deemed by the Senate, that if they were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community.

To become a UAO, a club must complete this Recognition Packet and must meet with the Senate Club Relations Committee. Once approved, the Senate and the Association President must review and approve the application, granting UAO status to the club.

Please photocopy this page for your organization’s records. Questions can be directed to GSC 210, x4250.
Expectations of Recognition

1) UAOs are required to submit quarterly progress reports to the Association President, updating the Association on their progress as an organization for the year.

2) In addition to the quarterly progress report, UAOs are required to complete a Mid Year and an End of Year Report to the Office of Student Involvement, following the established procedures and deadlines associated with this Report.

3) Should the UAO at any point fail to meet one of the aforementioned requirements to be recognized as a UAO, the group will immediately return to their former Club status and will not be eligible to reapply for UAO status for one full semester.

Benefits of University-Affiliated Organization Status

1) Funding will be allocated as a line item on the SGA budget
   - Funding requests will be reviewed directly by the SGA Budget Committee and will be recommended on the final budget by the Association President to the rest of the Association for approval.
   - Funding allocation will be announced immediately following the approval of the budget, approximately one to two months before club funding allocations are announced.
2) The Organization is anticipated to receive at least $10,000 in annual funding. This funding level may be subject to reduction or change based on the Association Budget, which could ultimately change the group’s status.
3) The Organization will have an elevated relationship through their advisor with a university department
4) Elevated level of university resources and support through their departmental advisor
5) University-Affiliated Organizations have access to all of the same resources as Clubs

Please photocopy this page for your organization’s records. Questions can be directed to GSC 210, x4250.
REQUEST FOR UNIVERSITY-AFFILIATED ORGANIZATION RECOGNITION

Club Name: __________________________________________________________

Mission Statement: ______________________________________________________
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Explain why your organization would benefit from becoming a UAO: __________________________
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......................................................................................................................

1. Does your organization have an advisor whose responsibility of advising the organization is directly cited as a role or responsibility within their official job description. ________Yes ________No

Please attach a copy of the advisor’s job description. Please note: the role of advising this specific organization must be included in the job description. “Other duties as assigned” or ‘providing support to a student organization’ is not explicit for this group.

2. Has your organization received at least $10,000 in their initial funding from the Association for the past two years? ________Yes ________No

Initial Allocation This Year: $ ___________________ Initial Allocation Last Year: $ ___________________

3. Are the operations of your organization unique and critical to the mission of a University department or the needs of the student body that if it were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community? ________Yes ________No

Please justify your reasoning:
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Contact Information:

Primary University-Affiliated Organization Representative
Name: _________________________________ Title: _________________________________
Phone: ___________________________ Email Address: _________________________________

Secondary University-Affiliated Organization Representative
Name: _________________________________ Title: _________________________________
Phone: ___________________________ Email Address: _________________________________

University-Affiliated Organization Advisor
Name: _________________________________ Title: _________________________________
Phone: ___________________________ Email Address: _________________________________

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