

Student Organizations – Profile Outline

A. Identification

1. Name of Organization
2. Name of Advisor
3. Name(s) and phone number(s) of student leader(s)
4. Month and year organization began

B. Purpose/Objectives

1. Statement of purpose (this will be used to describe your organization to incoming students – please limit to 2-3 sentences).
2. Objectives
3. Bylaws (if applicable)

C. Structure

1. Elections
 - a. Frequency
 - b. Procedure
 - c. Roles of elected officers
2. Plan for meetings
 - a. Frequency
 - b. Activities
3. Speakers
 - a. How often will your organizations bring in speakers?
 - b. Will they be paid for their services?
 - c. Will the presentations be open to all students, or only members of your organization?
4. Other Activities (such as... travel, conferences, community service)
5. Number of potential members