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