

2007-2008 Student Organization Officer Card

Please Note:

- A new Officer Card must be submitted within the first four (4) weeks of each Fall Semester and within ten (10) days of any officer election.
- Signatures are required for all officers and advisors, as this card is also used as a signature card for the ASBSU Business Office to verify financial signing authority, when necessary.
- The information listed on this card is used to verify current officers.
- Only student officers listed on this card are allowed to reserve Boise State facilities in the name of the organization, or access services available to student groups.
- If you have more than one advisor or coach, you must submit a "Secondary Advisor Card" with those people's names/information on them.
- **Names, officer positions, phone numbers and e-mails on this card are public information and will be posted on clubs.boisestate.edu.** When club information is requested, officer and advisor/coach names & phone numbers are given as contacts. This information is also distributed to campus departments. Please **do not** include a work phone number if you **do not** wish to be contacted there.



Boise State University
Recognized Student Organization
Officer Card



2007/2008

Organization's Official Boise State Name _____

Organization's Chapter Name or Nickname _____

Organization's Abbreviation, if any _____ College Affiliation of Club _____

Number of Members Students _____ Faculty/Staff _____ Community _____

Local Website (not national), if any _____

Organization Dedicated E-mail Address, if any _____

National / Local Affiliation Web Address _____

Off Campus Address (if any, include zip code) _____ Off Campus Phone (if any) _____

Please Return to: Student Organizations Office
(2nd floor, Student Union, above Student Activities)
or mail to: 1910 University Drive, Boise, ID 83725-1335

**** Office Use Only ****

Received Date: ____/____/____ Staff _____

Data Entry _____

Completed Date: ____/____/____ Staff _____

Organization Name:

PRIMARY ADVISOR MUST BE BOISE STATE EMPLOYEE. Boise State University registers advisors as "authorized volunteers." Individuals who are working within the course and scope of their duties as an advisor or coach, are covered by the University's Retained Risk Fund. By signing this form, the advisor/coach stipulates that he/she is familiar with the materials in *The Source#6, Advisor Handbook* and *The Source#4 Financial Information* and agrees to advise this Boise State student organization.

Title (Circle One Mr., Ms., Dr., Rev.) _____

Advisor Name _____ ID# (Employee) _____ *

Campus Address _____ Home Phone _____

Mail Stop _____ Work Phone _____

Campus E-mail _____ Cell Phone _____

* *Signature* _____

* Student Activities has instituted a software system to manage data. Each person in our system needs to have a consistent number, hence the need for employee ID numbers, or for off-campus advisors, drivers license numbers. Thank you for your cooperation!

OFFICER INFORMATION (**Read the back of this card**)

Signatures are required for all officers, as this card is also used as a signature card for the ASBSU Business Office.

President or Primary Officer Title:

Name _____ Student ID # _____

Mailing Address _____ Home Phone _____

City / State / Zip _____ Work Phone _____

E-mail you actually check _____ Cell Phone _____

* *Signature* _____

Vice President or Other Officer Title:

Name _____ Student ID # _____

Mailing Address _____ Home Phone _____

City / State / Zip _____ Work Phone _____

E-mail you actually check _____ Cell Phone _____

* *Signature* _____

Treasurer or Financial Officer Title:

Name _____ Student ID # _____

Mailing Address _____ Home Phone _____

City / State / Zip _____ Work Phone _____

E-mail you actually check _____ Cell Phone _____

* *Signature* _____

Secretary or Other Title:

Name _____ Student ID # _____

Mailing Address _____ Home Phone _____

City / State / Zip _____ Work Phone _____

E-mail you actually check _____ Cell Phone _____

* *Signature* _____