

## Student Club/Organization Classification Inquiry

This questionnaire is a required form that must be submitted, to the Provost or Vice President for Student Affairs, during the formation of the club and at the beginning of every fiscal year. It may be completed by any club leader, but must be certified by the Faculty Advisor. Once approved, Finance will notify the club of their assigned category and forward a copy of the approval to the appropriate governing body. Please contact the Accounting Department with further questions.

**Date:** \_\_\_\_\_ **Applicant & Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

1. What is the name of the Club/Student Organization?

\_\_\_\_\_

2. Does the club have use of a tax ID number from a parent organization or its own? **Yes / No**

If so, please provide the tax ID number or copy of the W-9: \_\_\_\_\_

3. What sources are anticipated to fund the activities of this club? Please check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Governing Body Sponsorship (SGA/SBA, etc.) | <input type="checkbox"/> Academic/Department funds |
| <input type="checkbox"/> Parent Organization Funds                  | <input type="checkbox"/> External Donations        |
| <input type="checkbox"/> Membership Dues                            | <input type="checkbox"/> Ticket Sales              |
| <input type="checkbox"/> Fund Raisers                               | <input type="checkbox"/> Other: _____              |

Faculty Advisor Certification:

Printed name

Signature

Date

### Official Use Only:

#### APPROVALS:

VP of Student Affairs/Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Official Student Club

Governing Body \_\_\_\_\_

Accounting Director: \_\_\_\_\_ Date: \_\_\_\_\_

Category 1 - Updated W9 on file? Date rec'd: \_\_\_\_\_

Category 2

Category 3 - FOAPAL: \_\_\_\_\_ / \_\_\_\_\_ / (account) / 50

Revenue Generating Activities Questionnaire (date sent: \_\_\_\_\_ received: \_\_\_\_\_)

Date confirmation notice sent to club: \_\_\_\_\_