

Westminster College Student Organization Annual Report Form

Organization Name: _____

Advisor's Name: _____

Organization Mission (*Please use mission from Constitution*): *Officers should maintain a copy of the constitution. If, however, you do not have it, a hard copy can be requested from Student Affairs.

All active student organizations must elect executive officers by the end of the academic year. Transition meetings between outgoing and incoming officers should occur before the end of the academic year, so that incoming officers feel adequately prepared.

Current Officers (*Officers who served a majority of the current academic year*):

Title/Position	Student Name	Dates in Office

New Officers (*Officers who will serve a majority of the upcoming academic year*):

Title/Position	Student Name	Dates in Office

Transition of Officers took place on the following date: _____

Officer information and a list of member names will be required for SGA allocations at the Annual Student Organization Leadership Retreat. A link to an online form will be emailed to new officers (listed above) in August.

Has your Organization updated their Constitution within the past year? _____

By checking the boxes below, you are identifying on behalf of your organization that you understand and agree to the following statements.

- I am signed up to participate in an SGA audit.
- I have included an updated copy of our Constitution if it was edited this year.
- Transition of Officers occurred on the date listed above and the officers feel adequately prepared for the upcoming year.
- Failure to turn in this form can result in probation.

Student Name: _____

Student Signature: _____ Date: _____

Submit this form to the Student Affairs Office by May 1, 2018.