



GRADUATE STUDENT ASSOCIATION

University at Buffalo *The State University of New York*

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)

(716) 645-2960, Fax: (716) 645-7333, www.gsa.buffalo.edu

MEMORANDUM

To: Treasurers of Special Interest and International Clubs

From: Graduate Student Association Executive Committee

Re: 2018-2019 Application for Club Recognition

Date: August 1, 2018

According to the mandate of the Graduate Student Association (GSA) Senate, Special Interest and International Clubs must apply for annual recognition. Recognition must take place at one of the **FALL** GSA Senate Meetings (September 5, October 3, November 7 or December 5).

In order for your club to be recognized, please follow the deadline schedule below:

DEADLINE: August 29th for the September 5th Senate Meeting
September 26th for the October 3rd Senate Meeting
October 31st for the November 7th Senate Meeting
November 28th for the December 5th Senate Meeting

A representative from your club must attend the GSA Senate meeting where your recognition is being considered and all future meetings after recognition. All meetings take place at **6:30pm in Room 330 Student Union**.

Please take a few minutes and read the Club Recognition Policy Guidelines. **Incomplete documentation will result in a delay of club recognition!**

If you have any questions, please contact the GSA office at 645-2960 or email the GSA Vice President at gsa-vicepresident@buffalo.edu.

Enclosures: Club Data Form
Officer Election Verification Form
Club Renewal Form
Senate Sheet
Statement of Purpose Form
Sample Constitution
Proposed Budget Sheet
Club Recognition Policy
Mission Statement for posting on the GSA Website
You must also submit copies of the UB IDs of your 4 club officers and 6 club members (for a total of 10 IDs)