CHRISTOPHER NEWPORT UNIVERSITY

Club and Organization Contact Form 2013-2014

Date: 4/19/13

NAME OF ORGANIZATION:			ORGANIZATION EMAIL ADDRESS:
Hypnotic Control			stephanie.delneky.10@cnu.edu
# of Current Members: 10	How often does your organization meet? When/Where? twice a week – Freeman multipurpose rm		Office Space in OSA (Y/N)
Organization Webpage (if available)	Facebook Page: Hypnotic Control		Twitter handle
Copier Code # 23 10 17	Financial Account #	Off-Campus Financial Account (Y/N)	W9 on file in OSA (Y/N)

OFFICERS:

Name and Position:	Local phone number & Local Address (for President)	Email:	Class Year:
* Stephanie Delneky Captain / president ID#: 00690508	540-834-9688 1000 University place #1089 Newport News VA	stephanie.delneky.10@cnu.edu	2014
Name and Position:	**Local phone number:** [redacted]	**Email:**	**Class Year:**
* Katelyn Carnahan Co-Captain / VP ID#: 00736604	1703-731-2453 1600 University place #4081 Newport News VA	Katelyn.Carnahan.11@cnu.edu	2015
Name and Position:	Local phone number:	Email:	Class Year:
Kirsten Halvorsen CO-VP ID# 00699547	1703-300-5209 # 3092	Kirsten.halvorsen.11@cnu.edu	2015
Name and Position:	Local phone number:	Email:	Class Year:
Gretchen Wyco Historian ID# 00699940	1804-695-6167 # 3071	gretchen.wyco.10@cnu.edu	2014

General Organization Administrative Aspects

- Organization Abstract on OSA Webpage – Please review the information on the Office of Student Activities webpage for accuracy
  - Edits and updates should be sent via email to osa@cnu.edu
- Access to OSA Back Door– Please review and update the list of club members who should have back door access to OSA (information on back)
- Organization Office Key Access: Applies to organizations that have an organization office. (information on back)
  - Does current president have key to organization office?
  - Please review and update list of club members who should be able to check out club office key

We certify that the above information is accurate and acknowledge our responsibility to keep this record correct and accurate by informing the Office of Student Activities of any changes. We understand as a recognized student organization, we must abide by the Responsibilities of all Clubs and Organizations according to the Student Organization Manual and the Student Handbook.

Signature, President: _____ Print Name of President Stephanie Delneky

Signature, Faculty Advisor: _____ Print Name of Faculty Advisor Jennifer Lent

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Name of Organization: Hypnotic Control

Officers Continued:

Name and Position:	Local phone number:	Email:	Class Year:
Chris Adleson Treasurer / Secretary ID#: 00813864	#4226	Christopher.adleson.12@cnu.edu	2016
Name and Position: ID#	Local phone number:	Email:	Class Year:
Name and Position: ID#	Local phone number:	Email:	Class Year:
Name and Position: ID#	Local phone number:	Email:	Class Year:

Student Organization Office Allocation Information

- Offices are shared by two (2) recognized organizations (some exceptions apply)
- It is expected that office space is used for conducting organization business and not just used for storage
- Storage areas have been set aside to accommodate organizations that need a place to keep materials
- Office space allocation is based on, but not limited to:
  History of the organization and its relationship with the University; Involvement of the organization in campus life; The number of students the organization serves; Past office history - review of how office space has been used; Whether other office space/storage space is available to the organization elsewhere (on or off campus);Whether office space is essential to carrying out the mission or purpose of the organization;

Timeline for 2014-2015

2/3/14 2014-2015 Student Organization Office Space Applications Available
3/17/14 2014-2015 Student Organization Office Space Applications DUE
4/1/14 Office Space Allocation Decisions Mailed
4/414 Office Space Allocation Appeals DUE
4/30/14 Materials Removed from Office if NOT RETAINING for 2014-2015

Access to Office of Student Activities Back Door (via student ID card swipe)

- OSA keeps list of organization members who have been given access, by the org president, to the back door of OSA
  - This allows access to OSA when the DSU is open but the OSA front office is closed
- Information needed for back door access include 1) name and 2) student ID
- Information should be submitted via email as part of an Excel spreadsheet (template is available from OSA)

Updating Access list for Student Organization Office within OSA (if applicable)

- OSA keeps list of organization members who have been given access, by the org president, to the org office key (located 1st floor Info Desk)
- Information needed for organization office key access include 1) name and 2) phone #
- Information should be submitted via email as part of an Excel spreadsheet (template is available from OSA)
- Only the organization president is able to update this access list for the office key