Please print, complete, sign and return this application to the ASUM office, UC 104.
If you have any questions, please call (406) 243-2451

Each fall, new and returning ASUM student groups must submit a newly-completed Recognition Application. The application is available the first day of fall classes, online.

**DEADLINES FOR SUBMISSIONS**

- **Wednesday, September 7, 2016**: All returning student groups requesting fall semester travel allocations. Submit your application by this date.
- **Monday, September 19, 2016**: All other returning groups not requesting fall semester travel allocation funds. Submit your application by this date.
- **Friday, January 27, 2017**: All newly-formed groups seeking recognition and wanting to participate in the spring 2017 budgeting process. Submit your application by this date.
- **After Friday, January 27, 2017**: Any newly-formed group receiving recognition after this date will be unable to participate in the spring 2017 budgeting process.
- **Thursday, February 9, 2017**: Submit your spring Travel Allocation Requests by this date.
- **Between Friday, January 27 and Friday, April 14, 2017**: Newly-formed recognized groups are still eligible to apply for special allocations.
- **After Friday, April 14, 2017**: All recognized groups are ineligible for further ASUM funding for the academic year.

Return completed application and all forms to ASUM, UC 104.
Necessary forms must be completed and signed. Make sure all appropriate boxes are checked:

*New REQUIRED Items for the 16/17 Year are underlined.*

- Student Group Application form
- Membership list
- Risk Management Plan
- Advisor agreement
- Spokesperson agreement
- Updated (or new) governing document
- Read The University’s Drug and Alcohol Policies (link is available on the ASUM website under “Student Groups”)
- Read the Student Group Resource Guide (link is available on the ASUM website under “Student Groups”)
- Inventory Report Form (page 10)
2016-2017 ASUM STUDENT GROUP RECOGNITION APPLICATION

Please print and fill in necessary signatures on the application and return completed application to the ASUM office, UC 104. All newly-formed groups MUST submit a copy of their governing documents with their recognition application (see page 8 for a template). All returning groups MUST submit an updated copy of their governing documents, even if few changes have been made. Returning groups must also turn in an Inventory Report Form (see page 10).

Check Appropriate Box:
☐ Returning Group  
☐ New Group.

GROUP INFORMATION

Group Name: ______________________________________________________________________________________

Website:____________________________ Facebook:________________ Titter/Email:______________________________

Purpose of Group:__________________________________________________________________________________

__________________________________________________________________________________________________

STUDENT SPOKESPERSON (must be the same information as on the Spokesperson Form). The name/e-mail will appear on the ASUM website.

Name: _____________________________________________________________________________________________

University Email:____________________________ Phone:____________________________

UNIVERSITY FACULTY OR STAFF ADVISOR (must be the same information as on the Advisor Form). The name/e-mail will appear on the ASUM website.

Name: ______________________________________________ __________________________________________

University Email:__________________ Office Phone: __________________________

FINANCIAL ACCOUNTS

☐ Our group “does not” have an outside checking or savings account.

☐ Our group has an outside checking or savings account with a bank or credit union (don’t confuse this with your ASUM-MST account). If this box is checked, please contact Phoebe Hunter, ASUM Office Manager (406-243-2120) about the current University policy regarding these accounts.

List the names, emails, and phone numbers of students AUTHORIZED to request/distribute funds for your group. Students must be currently enrolled and taking 7 or more credits.

Contact 1: _________________________________________________________________________________________

Contact 2: _________________________________________________________________________________________

Contact 3: _________________________________________________________________________________________
RISK MANAGEMENT PLAN

The University of Montana acknowledges:

- students and others who participate in activities sponsored by student clubs, groups, fraternities, or sororities to be adults who understand the nature and risk of such activities and accept personal responsibility for their conduct without need for supervision.
- its responsibility to provide information and leadership training, but generally assumes no responsibility for a participant’s bodily injury or personal property damage during student group activities.
- State of Montana tort liability insurance coverage may be applicable in some situations involving injury to third parties if the club or group has followed its approved risk management plan and the Drug and Alcohol Guidelines.

Students are advised to have:

- appropriate medical insurance
- skill training and protective equipment where applicable
- must have a valid driver’s license and automobile insurance before driving any vehicle in connection with University activities.

Student Group leaders are expected to:

- complete the following questions related to risk management
- certify the club will abide by the Drug and Alcohol policies (available on the ASUM website “Student Groups” link.). Certification is implied by a member’s signature on the student group membership list.

Student Sports Groups:

- Contact Campus Recreation (243-2806) for more information on mandatory acknowledgement of risk and volunteer forms. (Campus Recreation also handles Sports Union funds).

COMPLETE THE FOLLOWING (All questions must be answered—if necessary continue on another page)

Anticipated activities for this year: (examples: field trips, events, fundraising activities)

1. 
2. 
3. 
4. 
5. 

Health, physical risks involved (PUT N/A IF NOT APPLICABLE):

How will you minimize any risks involved? (example: “We will discuss possible risks with our group before participating in an activity”) PUT N/A IF NOT APPLICABLE
**STUDENT GROUP MEMBERSHIP LIST**

Your group must have a **minimum** of 10 eligible students who are enrolled at UM, have paid the student activity fee, and are taking 7 or more credits. These 10 member signatures are required, but we recommend you collect at least 15 member signatures in the case that some of these students do not meet the above requirements. Your student group should be comprised of at least 85% eligible students.

**BY SIGNING THIS FORM, I AFFIRM THAT:**

a) I am a participating member of the organization named below.

b) I am enrolled this semester and have paid the fees for a minimum of 7 credits. (PUT AN “X” IN FRONT OF ANY NON-STUDENT MEMBER NAME, THE NUMBER OF WHICH MAY NOT EXCEED 15% OF THE TOTAL MEMBERSHIP.)

c) I have read, and will abide by, UM’s Drug and Alcohol policies. (See ASUM website: “Student Groups” link)

d) I have read, and will abide by, my group’s Risk Management Plan. I understand the risks involved with participating in our group’s activities and accept responsibility for my own health and safety while participating in these activities.

e) My failure to abide by these rules may result in the group’s loss of recognition or other adverse action by ASUM or The University of Montana.

**ORGANIZATION NAME:**

Name of Group Required

**NAME (print)**

**STUDENT ID #**

**SIGNATURE**

NOTE ITEMS a-e ABOVE. BY SIGNING THIS FORM, YOU ARE ATTESTING TO THEM.

1. __________________________________________

2. __________________________________________

3. __________________________________________

4. __________________________________________

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6. __________________________________________

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2016-2017 ASUM Student Group Recognition Application
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2016-2017 ASUM Student Group Recognition Application
ADVISOR AGREEMENT

You must be UM faculty, faculty affiliate/adjunct, or classified staff to be a student group advisor. Teaching assistants cannot serve as advisors. Advisors may advise groups on the expenditure of ASUM-awarded monies, but student members are expected to handle the actual expenditures. (The following information must be the same as on the main application page).

I, ____________________________, agree to serve as the 2016-2017 academic year advisor for (group name): _____________________________________________________________

Department: ________________________________________________________________

University Email: ____________________________ Work Phone Number: ______________

I understand that my name and email address will be listed on the ASUM website. As this group’s advisor, I agree to notify the group, group spokesperson, and ASUM (406-243-2120) immediately if my information changes or if I am unable to serve as the group’s advisor for the entire period agreed to above.

ASUM requests that you work with the group’s spokesperson to:

- complete the Recognition Packet
- pay special attention to the Risk Management Plan and The University’s Drug and Alcohol policies.

ASUM encourages you to play an active part in your role as advisor, especially regarding risk management for any activities the group participates in. Groups with advisor input tend to minimize risks when participating in activities that might result in injuries, as well as protecting themselves, ASUM and the University from liability. In addition, advice and participation from the advisor in the conduct of student group formal meetings and elections ensures proper procedures are used and supports the fairness and harmony within the group.

☐ I have received a copy of the group’s current Recognition Form and agree to keep it on file.

☐ I have read The University’s Drug and Alcohol policies.

SIGNATURE: ________________________________________________________________

(Signature Required)
SPOKESPERSON AGREEMENT

To be your group’s spokesperson, you must be a currently enrolled UM student, taking 7 or more credits with all fees paid including your student activity fee. (The following information must be the same as on the main application page).

I, ____________________________________________, agree to serve as the 2016-2017 academic year spokesperson for (group name): __________________________________________________________

University Email: _____________________________ Phone Number: _____________________________

I understand that my name and email address will be listed on the ASUM website. I agree to notify the group, group advisor, and ASUM (243-2120) immediately if my information changes or if I am unable to serve as the group’s spokesperson for the entire period agreed to above. If this is true, I understand it is my responsibility to provide ASUM with the contact information of my successor.

In Addition:

☐ Yes, I have given our group’s advisor a copy of this current Recognition Form.

☐ Yes, I agree to inform our group’s advisor of group activities and meetings.

☐ Yes, I agree to keep our group current and informed with all paperwork/documents submitted to ASUM.

☐ Yes, I have read the Student Group Resource Guide and accept responsibility for sharing the information with all members of my group.

☐ Yes, I have read The University’s Drug and Alcohol policies.

☐ Yes, I have read and agree to help my group abide by ASUM Fiscal Policy, and will report my group’s current inventory on the form below. (Note: ASUM Fiscal Policy can be found on the ASUM Website. The Inventory Form is on page 10).

SIGNATURE: ____________________________________________

(Signature Required)
SAMPLE

GROUP GOVERNING DOCUMENT

Use this format/outline as a guideline and include information pertaining to all applicable sections. If you are affiliated with a national group and use their document, please include, but do not substitute it for this document. This document must not contain any language contrary to federal or state anti-discrimination laws.

ARTICLE I – NAME
State the official name of your group

ARTICLE II – PURPOSE
State the reasons for the formation of your group and its objectives

ARTICLE III - MEMBERSHIP
A. State who is qualified for membership (assuring no discrimination on the following basis of race, creed, religion, color, sex, physical or mental disability, age, national origin or sexual orientation). Membership shall not be denied in any manner contrary to federal or state anti-discrimination laws or University policy. Student group members are entitled to the rights outlined in Title-49, Chapters One and Two of the Montana Codes Annotated.
B. Establish membership criteria that will be approved by the ASUM Board on Member Organizations. A minimum of 85% of the membership must be students registered at The UM.
C. State what a member must do to be recognized as a full, voting member
D. State the rights and privileges of a full member

ARTICLE IV - MEETING
A. State when meetings of the membership are to be held and the location
B. State procedures for calling regular and/or special meetings

ARTICLE V - EXECUTIVE BOARD
A. State what officers make up the group and the duties of each
B. State procedures for filling officer vacancies when they arise

ARTICLE VI - ELECTIONS
A. State which officers will be selected by the membership, the length of their terms, and how many times a person may hold the same office
B. State the nominating procedures
C. State how the nominees will present their qualifications and how and when elections will be held
D. State procedures in the event a runoff is necessary to break a tie

ARTICLE VII - DUES/FUNDS
State the source of group funds (dues, ASUM, fund-raising, vending machine)

ARTICLE VIII - COMMITTEES
Name any group committees, their purpose and membership

ARTICLE IX - AFFILIATIONS
State any affiliations with local, state, regional or national groups

ARTICLE X - ADVISOR
This person must be UM faculty or staff – no teaching assistants or faculty affiliates will be accepted as advisors.

ARTICLE XI - COACH/MANAGER (sports groups only)
State the procedure for selection/qualifications of a coach/manager and his/her duties

ARTICLE XII - RATIFICATION
State how this document is approved by your group’s membership

ARTICLE XIII - AMENDMENTS
State how this document may be amended

ARTICLE XIV - BYLAWS or OTHER DOCUMENTS
State any other documents under which the group operates

PLEASE INCLUDE A SIGNATURE AND DATE AT THE END OF THE DOCUMENT WHEN IT IS ADOPTED.
BENEFITS OF RECOGNITION

- Free use of tables and meeting rooms in the UC for group activities (subject to charges for specific services and/or activities), reservations may be made in the UC Event Planning Office - UC 340, 243-4113;
- Free UC atrium table privileges;
- Privilege to request funds from ASUM consistent with ASUM Fiscal Policy;
- Free ASUM financial services, which includes making deposits, payments and travel reservations;
- The right to use the ASUM affiliation, upon the written approval of ASUM, for sponsored events or in pursuing grants or research monies. Groups using ASUM funds for an event MUST credit ASUM on event advertisements.
- Website listing.

CRITERIA FOR STUDENT GROUP RECOGNITION

- Register under a name that is not presently used by any other registered ASUM student organization.
- File a complete membership list, which must have at least 15 active student members (those registered for 7 or more credits) with the total membership comprised of a minimum of 85% registered students.
- File a list of all officers or responsible members and their respective functions, outlined in a Governing Document Form.
- File the name, address and phone number of a regular University of Montana faculty or professional staff member who has agreed in writing with a signature to serve as advisor for the group. (A teaching assistant or faculty affiliate is not acceptable as an advisor.)
- Provide a list of group members authorized to make financial decisions and expenditures on behalf of the group.
- Each ASUM student organization must notify their faculty advisor of all activities, meetings or events.
- Provide an updated list of the group inventory each year.

FISCAL RESPONSIBILITIES OF ASUM GROUPS

- All money raised by this group, including club dues, donations, bake sales, event receipts or any other income, no matter how small or large, must be deposited into the group’s ASUM account before dispersal. Money may not be spent on any item, bill or payment unless it is processed through the group’s ASUM account.
- Payment requests for persons, whether students, UM faculty or staff, coaches, independent contractors, guest speakers, contest judges, etc. require additional paperwork and extra time to process. Depending on the situation, the individual might need to be hired by the University as a student employee or temporary classified staff. It is highly recommended that plenty of advance notice be provided the ASUM Office Manager for processing such transactions.
- Groups may not spend money unless there are funds in that group’s ASUM account to cover such expenditures. Exceptions would be if arrangements have been made and Phoebe Hunter, ASUM Office Manager, has been fully informed in advance. In the unusual circumstance that pledging money in excess of the group’s account balance is necessary, the group must secure the written approval of the ASUM Business Manager or his/her delegate before any funds are pledged.
- Failure to abide by these rules may result in the group’s loss of recognition or other adverse action by ASUM or the University of Montana.

WITHDRAWAL OF ASUM GROUP RECOGNITION

- Notice of dissolution from officers/advisors.
- Failure to hold meetings over a 12-month period or failure to submit or report group activities as required, including re-recognition annually.
- Any member who possesses an ASUM-funded club item must return said item(s) to the group prior to withdrawal. A withdrawing group must return and report all ASUM-funded inventory items to ASUM prior to withdrawal.

LOSS OF ASUM GROUP RECOGNITION

- Violation of rules/policies/procedures of ASUM or The University of Montana.
- Failure to comply with stated criteria or failure to meet all responsibilities stipulated by the ASUM Student Group Recognition form.
- Failure to maintain most current information on group filed with ASUM office.
- Failure to conduct events/activities in a responsible manner, such as causing a disorderly diversion or disturbance that interferes with the operation of the University. (This section shall not be construed as denying the right of peaceful assembly.)
- Failure to follow The University of Montana Drug and Alcohol Guidelines.
- Prior to withdrawal, a group will be warned or given the opportunity to take corrective steps or be given a hearing through the grievance procedure outlined by the Committee on Member Organizations.
- Failure to correct a negative balance ASUM account.
All returning ASUM Student Groups must report any ASUM-funded items in the group’s possession to ASUM at the start of each year. Groups are expected to report the name, location, condition, and original value of each item if purchased by ASUM funds. **Individual items valued at less than $500.00 should not be reported.** Any property bought with outside funds (non-ASUM funding such as individual contributions or fundraising money) should not be reported. **If your returning group does not have any items that qualify as reportable, you may skip this section.**

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**Academic Year: _____________**  
**Date of Report: ______________**  
**Group/Organization Name:______________________________________**  
**Spokesperson Name and Phone: ________________________________**

☐ As the Spokesperson for my ASUM Student Group, I understand that these items listed above belong to the Associated Students of the University of Montana and should be returned to ASUM if my group decides to disband or withdraw.

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2016-2017 ASUM Student Group Recognition Application