**SAC New Group Recognition Form**

Before applying, please read the information found here: <http://www.vpul.upenn.edu/osa/manual/startclb>

**Preliminary Information**

Name of organization:

Founding date of organization (MM/YYYY):

If your organization a constituent of umbrella group (Y/N):

If yes, which umbrella group is your organization a constituent of?

Name of organization primary contact:

Role/position of organization primary contact:

Email of organization primary contact:

Phone number of organization primary contact:

Name of organization secondary contact:

Role/position of organization secondary contact:

Email of organization secondary contact:

Phone number of secondary primary contact:

**Organization Background and Campus Presence**

1. Has your organized been registered on [PennClubs](https://pennclubs.com) for at least one calendar year? Please note that this is a prerequisite to applying for SAC-recognition.

2. What is the primary mission of your organization? Please be as detailed as possible.

3. What SAC category would your organization fall under?

* Academic/Pre-Professional
* Arts\*
* Community/Public Service
* Cultural/International
* Instructional/Competitive
* Media/Publication
* Peer Education/Support
* Political/Advocacy
* Religious/Spiritual
* Sports/Recreational

\*Performing arts groups must receive approval from PAC before submitting an application.

\*\*If a relevant umbrella group exists, your organization must be recognized by it before applying for SAC recognition. Please refer to the [SAC recognition policies](http://sacfunded.net/policies/recognition/#2) for more information regarding umbrella groups.

4. How does your organization fill a unique niche on campus not addressed by a SAC-recognized organization? Please refer to PennClubs and filter by Badges -> “SAC” for a list of SAC-recognized organizations before answering.

**Executive Board and Organization Structure**

4. Describe your organization’s overall structure, board structure, and the role of each board member.

5. Please tell us A) how often the executive board meets B) how often the general body meets C) how often the executive board transitions or turns over. Furthermore, please describe the process of executive board transitions or turnovers (i.e. internal elections, appointment, etc.).

6. Describe your organization’s recruitment process. What are the criteria for being a member of your organization and how do you go about selecting new members?

**Financial Information and Relationship to SAC**

7. How would SAC recognition benefit your organization?

8. How has your organization been covering expenses in the past?

9. How will you educate your SAC representative on the responsibilities of being SAC-recognized?

**Additional Information**

10. In addition to completing this form, please include the following documents in your application:

1. Constitution (a formal document that governs the organization, including information such as mission, organization structure, board roles, election/appointment processes, etc.)
2. List of all of your activities/events (including events where you have collaborated with others)
3. Membership list including names, positions, and years of all members (general body and board)
4. Detailed history of expenditures for the most recent full academic year and which SAC budget categories they would fit under (please see the [SAC Funding Guidelines](http://sacfunded.net/policies/funding-guidelines/) for more information)

Submit all documents as PDFs in one email to newgroup@sacfunded.net with the following naming format:

* **New Group Recognition Form:** *[Organization Name]* New Group Recognition Form – Fall 2022.pdf
* **Constitution:** *[Organization Name]* Constitution – Fall 2022.pdf
* **List of activities/events:** *[Organization Name]* – Activities – Fall 2022.pdf
* **Membership list:** *[Organization Name]* Membership Roster – Fall 2022.pdf
* **History of expenditures:** *[Organization Name]* Expenditures – Fall 2022.pdf

Is there anything else we should know when reviewing your application for SAC recognition?