

STUDENT ORGANIZATION CHECKLIST

Returning student organization packets must be completed and submitted by **September 25, 2009 at 4:00pm** to retain full rights and privileges as a recognized student organization. Cutoff dates for newly formed organization are as follows: **November 2, 2009** (fall09) and **April 1, 2010** (spring10).

Organization information sheet completed and signed

Organization roster completed

Anti-Hazing Policy signed by President and witness

Organization constitution/ by-laws on file or ready to be submitted

Received a copy of the Student Organization Handbook

Organization packets can be returned to the Student Union Information Booth as well as the Union Office:

MSU Box 92549

Lake Charles, LA 70609

Phone: 337-475-5609 Fax: 337-475-5608 email: campuslife@mcneese.edu