

CHANGE OF INFORMATION FORM



The information collected on this form will be used to update the U&I student organization database. It will allow us to communicate with your organization and provide current information to other offices, departments, organizations, students, and the general public. In addition, it will allow us to maintain your organization's access to your Banner Roster in TruView.

Current Name of Organization	
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Please complete sections to be changed.

Change of Organization Name

To be completed if your organization desires to officially change your organization name. Please note that additional paperwork may be required due to the name change. The U&I will be in contact with you regarding this.

New Name of Organization	
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Change of Organization Website Address

To be completed if Web address has changed since your last submission of your renewal form.

New Web Address	
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Change of President/Primary Student Contact

To be completed only if student contact has changed since your last submission of your renewal form.

Name of New President/Student Contact	
Banner ID	
Email	
Phone	
School Address	

If another officer will be in charge of Banner Rosters, please provide their information here.

Name	
Banner ID	

Change of Risk Management Student Contact*To be completed only if student contact has changed since your last submission of your renewal form.*

Name of New Risk Management Student	
Email	
Phone	
Banner ID	

Return this completed form to the U&I**Change of Treasurer/Chief Financial Officer Contact***To be completed only if student contact has changed since your last submission of your renewal form.*

Name of New Treasurer/Chief Financial Officer	
Email	

Change of Faculty/Staff Advisor*To be completed if advisor has changed since your last submission of your renewal form.*

Name of New Advisor	
Department/Office	
Email	
Phone	

Read and obtain the necessary signatures on the back of this form.

In signing below, we also agree to keep all respective organization member information, such as Banner ID numbers and other personal, member information confidential and that intentional disclosure of this information or misuse of access to the Banner system may result in criminal and civil penalties and/or sanctions under the Truman State University Student Conduct Code.

By signing below, we also acknowledge the following statement: Any student organization that is found "responsible" by a University Conduct Officer or University Conduct Board for violating any Expectation for Student Organization Conduct (rule) of the Student Conduct Code will be charged a \$100 administrative processing fee to off-set the costs associated with the conduct process. At the conclusion of the conduct process, student organizations will be required to pay the administrative processing fee within 10 business days of the conduct hearing and a check payable to Truman State University will be delivered to the Office of Citizenship and Community Standards. Student organizations that do not pay the administrative processing fee within 10 business days will have their University recognition and University privileges suspended (i.e., room reservations, posting privileges, etc.) until the administrative processing fee is paid. Student organizations that are found "not-responsible" will not be charged an administrative processing fee.

Signatures required before returning this agreement to the Union & Involvement Services:

Organization President Signature	Date

Current Advisor Signature	Date
Former Advisor Signature (if change of advisor)	Date

For Office Use Only

Program Advisor for Leadership and Service	Date

Return this completed form to the U&I