**STUDENT ORGANIZATION CENTER CREATION FORM**

**Organization/Entity Information:**

Name of Organization: ________________________________________________________________

Campus Mailing Address (President or Treasurer): _________________________________________

Organization Telephone Number (President or Treasurer): ________________________________

Organization Email (President or Treasurer): __________________________________________

Sponsoring Department/College/Division: ______________________________________________

Is the Organization Registered (registration is required annually)? Yes____ No____

Is the Organization associated with or a chapter of a National Organization: Yes____ No____

If Yes –
  • Does the Organization intend to use the National Organization’s EIN number (tax I.D. #)? Yes_____ No____ Not Sure____
  • Does the Vanderbilt Organization have its own EIN number (tax I.D. #) or not-for-profit status outside of the university? Yes_____ No____ Not Sure____

**Center Set Up Information:**

__________________________________  ______________________________________
Center Responsible Person (Adviser)  Business/Campus Telephone Number

__________________________________
Campus Mailing Address (Adviser)

__________________________________
E-mail Address

Reason for Center Request:
X To conduct organization business: ____________________________________________________

__________________________________
Send to Person (Adviser or Designee)

__________________________________
Campus Mailing Address

**Signatures:**

__________________________________  ______________________________________
Center Responsible Person (Adviser)  Director, Student Governance (Courtney Salters)

**DOS Financial Center Approval**

**DOS Accounting:**
Structure 1 Sumto: ___________________________  Structure 5 Sumto: ___________________________