

## STUDENT ORGANIZATION CENTER CREATION FORM

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**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: \_\_\_\_\_