

CBA RSO Semester Update Form

Business Student Services asks all RSOs in the CBA to submit this form to Grawn 113 each semester to submit announcements for the weekly CBA Student List Serve and to enable our staff to share accurate information to promote your organization to business students. Completion of this form is also required to be eligible to apply for funds from the CBA Student Allocation Committee. Return this form to Grawn 113 or email it to cba@cmich.edu

Organization Name: _____ Date: _____

Faculty Advisor's Name: _____

Student Organization email: _____ Website address: _____

President Contact Information

Name: _____ Phone Number: _____

Email: _____ When are new presidents elected? _____

Authorized Representative(s) Information

Name: _____ Phone Number: _____

Email: _____

Name: _____ Phone Number: _____

Email: _____

Meeting Information

When and where does your RSO typically meet?

Are your meetings open to new members? _____

If not, briefly describe how or when new members can learn about your organization:

Social Media Manager Information

Name: _____ Phone Number: _____

Email: _____

Facebook Page or Group: _____

Twitter Handle: _____

Continued on opposite side

We maintain a one-paragraph description of your RSO for our publications, which you can read online at CBA.cmich.edu >>Student Resources >> Student Organizations.

Is this paragraph still accurate as of today?_____ If an update is desired, please indicate that here or email the changes to us at CBA@cmich.edu :

We aim to include your RSO in promotional planning for CBA Social Media Channels. Please indicate any ideas you have for social media promotion for your RSO (events, activities, competitions members participate in, etc): _____

We are often asked to share student success stories to be featured on the university or college website or in newsletters. Please be sure to share any good news about your members by emailing CBANews@cmich.edu. This can include awards received, internship success stories, etc.

Thank you!