Student Organization CHANGE OF OFFICER / Advisor & Account Signature Form
(Up to date Officer information is a requirement of the Annual Registration Process)

Please use this form to request a change in officer or faculty/staff mentor for your organization.

**Step 1:** Go to involvement.rutgers.edu and log into your organization profile on the getINVOLVED online resource.
**Step 2** Fill out the form below (all organization general info, primary officer signature/info, and open position signature/info) and return by email to osi@echo.rutgers.edu

Organization Name: ___________________________ SABO Acct #: _____

Our Organization is changing the following officer **position/title:** __________________________

Currently held by: __________________________ and is effective as of _______________

Circle Yes or No – Can Student Involvement release the new officer’s email address?

**Officer Requirements**
All student organizations are required to have a minimum of 3 officers. All officers must be full-time undergraduate students registered at Rutgers University- New Brunswick/Piscataway or one of the professional schools located on the New Brunswick/Piscataway campus with a minimum GPA of 2.0.

Please note: All candidates running for elected student government positions are required to have a minimum GPA of 2.5.

I, the undersigned **Primary Officer**, on behalf of the organization with its authority, affirms that it is in compliance, and will continue to comply with all Rutgers University regulations, policies, and procedures and local, state and federal laws. In addition, I will take responsibility for ensuring payments of all organization bills and debts and document the following change.

Primary Officer Name: ___________________________ Net ID: ___________ Date: _______________

Signature: __________________________________________________________ Phone: _______________

**Update & Sign for each officer/ sponsor being replaced:**

I, the undersigned **Treasurer** of the organization accept responsibility for the organizations’ account, following all guidelines, as stipulated by the policies and procedures developed by the Student Activities Business Office in which the organization’s fees are held. I will abide by all University, state and federal laws and regulations regarding the use of University collected fees.

Treasurer Name: ___________________________ Net ID: ___________ Date: _______________

Signature: __________________________________________________________ Phone: _______________

Additional Officer:
I, the undersigned **Officer**, on behalf of the organization with its authority, affirms that it is in compliance, and will continue to comply with all Rutgers University regulations, policies, and procedures and local, state and federal laws.

Title & Name: ___________________________ Net ID: ___________ Date: _______________

Signature: __________________________________________________________ Phone: _______________

(More than one position is not required but recommended)
I, the undersigned **Rutgers University faculty/staff mentor**, agree to serve as the faculty/staff advisor to the student organization for the 2015-2016 academic year. As the advisor, I will be cognizant of all organization activities, be aware of the financial status of the organization, provide continuity to the organization, and periodically affirm that the organization meets specified requirements and adheres to all Rutgers University regulations, policies, and procedures, and local, state, and federal laws.

Mentor Name: ___________________________ Net ID: ___________ Date: _______________

Signature: __________________________________________________________ Phone: _______________

**Note:** Changing/adding officers to your group site on my GETINVOLVED does NOT officially change your executive board. Any change is not considered valid until this form is also submitted and the replacement officer/mentor deemed eligible.