



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

MEMORANDUM

To: New International and Special Interest Clubs
From: Graduate Student Association Executive Committee
Re: 2024-2025 Application for Club Recognition
Date: August 1, 2024

According to the mandate of the Graduate Student Association (GSA) Board of Directors, International and Special Interest Clubs must apply for annual recognition. Recognition must take place at one of the **FALL** GSA Board of Directors Meetings (September 4th, October 2nd, November 6th or December 4th).

In order for your club to be recognized, please follow the deadline schedule below:

DEADLINE: August 28th for the September 4th Board Meeting
September 25th for the October 2nd Board Meeting
October 30th for the November 6th Board Meeting
November 27th for the December 4th Board Meeting

A representative from your club must attend the GSA Board of Directors meeting where your recognition is being considered and all future meetings after recognition. All meetings take place at **6:30pm via Zoom for the Fall 2024 semester.**

Please take a few minutes and read the Recognition Policy Guidelines. **Incomplete documentation will result in a delay of club recognition!**

If you have any questions, please contact the GSA office at 645-2960 or email the GSA Vice President at gsa-vicepresident@buffalo.edu.

Attachments: Recognition Policy Guidelines
Club Renewal Form
Club Data Form
Officer Election Verification Form
Board Sheet
Statement of Purpose Form
Template By Laws
Proposed Budget Sheet
Mission Statement for posting on the GSA Website
Board of Directors- Cover Letter, Board By-Laws & Verification Form (International Clubs Only)

****You must also submit copies of the UB IDs of your 4 club officers and 6 club members (for a total of 10 IDs)****