

# REGISTERED STUDENT ORGANIZATIONS **REQUESTING TO CHANGE NAME OF ORGANIZATION**

In order for a Registered Student Organization to change the name of the organization, a memo signed by the organization president and the Faculty/Staff Advisor should be sent to the Department of Campus Life.

The memo should include:

- the original name of the organization
- the new name of the organization
- a brief explanation for the change
- a completed Agency Account Approval Form with the new organization name should be attached to the memo

**The name change for a Registered Student Organization will be reflected in the following places:**

- theLink
- Agency account
- Room reservation system
- Department of Campus Life records

