



University of Denver Undergraduate Student Government Student Organizations Committee



How to Create a Student Organization Roster

Step 1: Please use the Microsoft Excel program when creating the roster

Step 2: Provide the first and last name, the DU email, and the DU ID of all of the Executive-Board Members (President, Vice-President, and Treasurer are required). Please provide the leadership position title next to each of the E-board members.

Step 3: Provide the first and last name and the DU email for all of the active undergraduate members in your student organization.

Step 4: Provide the first and last name and the DU email of your faculty advisor.

Step 5: Please ensure that all of the following requirements have been followed:

- a. Make sure that you have a total of 10 undergraduate members (including your E-board members)
- b. Ensure that you include the official titles of all E-Board members.
- c. All of the students included in your roster must be active members in your student org.
- d. All of the students included in your roster must be enrolled undergraduate students at the University of Denver. Alumni, graduate students, or community members cannot be included on your roster.

The following is a picture of a template roster. This template is available on the [Qualtrics Application](#) for download if you wish to use the template.

| | A | B | C | D |
|----|--|--------------------|---------------------|---------------------------------------|
| 1 | <u>Leadership (President/Advisor/Treasurer Required)</u> | <u>Name</u> | <u>Email</u> | <u>DU ID (Leadership Only)</u> |
| 2 | President | First Last | DU Email Only | DU ID |
| 3 | Vice President | First Last | DU Email Only | DU ID |
| 4 | Secretary | First Last | DU Email Only | DU ID |
| 5 | Treasurer | First Last | DU Email Only | DU ID |
| 6 | Faculty Advisor | First Last | DU Email Only | DU ID |
| 7 | Faculty Advisor | First Last | DU Email Only | DU ID |
| 8 | Additional Leadership | First Last | DU Email Only | DU ID |
| 9 | Additional Leadership | First Last | DU Email Only | DU ID |
| 10 | Additional Leadership | First Last | DU Email Only | DU ID |
| 11 | Additional Leadership | First Last | DU Email Only | DU ID |
| 12 | Additional Leadership | First Last | DU Email Only | DU ID |
| 13 | Additional Leadership | First Last | DU Email Only | DU ID |
| 14 | Additional Leadership | First Last | DU Email Only | DU ID |
| 15 | Additional Leadership | First Last | DU Email Only | DU ID |
| 16 | | | | |
| 17 | <u>Members (Must have at least 10 undergrad members including leadership)</u> | <u>Name</u> | <u>Email</u> | |
| 18 | Undergrad Member | First Last | DU Email Only | |
| 19 | Undergrad Member | First Last | DU Email Only | |
| 20 | Undergrad Member | First Last | DU Email Only | |
| 21 | Undergrad Member | First Last | DU Email Only | |
| 22 | Undergrad Member | First Last | DU Email Only | |
| 23 | Undergrad Member | First Last | DU Email Only | |
| 24 | Undergrad Member | First Last | DU Email Only | |
| 25 | etc. | | | |