

# **ISACA Student Group Application for Official Recognition**

Please complete the fields below to apply for ISACA Student Group Official Recognition. For more information regarding the required information, please see Page 2.

STUDENT GROUP INFORMA	ITION	
Name of College/University:		
City:	State/Province:	Country:
Chapter Affiliation:		
ACADEMIC ADVOCATE/FAC	CULTY ADVISOR	
The academic advisor serves	as the student group advisor and should ov	versee the group.
Name:	ISACA	\ID:
Email Address:	Job Tit	le:
STUDENT GROUP PRESIDE	NT	
The Student Group President	should be elected and will also serve as a	a contact for ISACA. Student Group Presidents are
required to hold and maintain	SACA Student Membership.	
Name:	ISACA	\ID:
Email Address:		
CHAPTER CONTACT		
Name:	ISACA	\ID:
Email Address:	Curren	t Chapter Position:
WEBSITE INFORMATION		
A URL of the webpage on the	University website showing that the groups	are a part of the university student activities.
Website URL:		

## STUDENT GROUP BYLAWS

Draft bylaws for the student group, ensuring that it aligns with university policy. You can use the bylaws template downloadable at <a href="https://www.isaca.org/createisg">www.isaca.org/createisg</a>. Please include a copy of the bylaws in your application submission.

### **HOW TO SUBMIT YOUR APPLICATION**

Please submit this application to <a href="mailto:studentgroups@isaca.org">studentgroups@isaca.org</a> with Subject Line: ISACA Student Group Application.

1



## **ISACA Student Group Application for Official Recognition**

### ISACA STUDENT GROUP APPLICATION FOR OFFICIAL RECOGNITION

ISACA Student Group Main Page: <a href="https://www.isaca.org/membership/student-membership/student-groups">https://www.isaca.org/membership/student-membership/student-groups</a>

- 1. Identify the Academic Advocate or a member of the school faculty who will serve as the student group faculty advisor.
- Contact the chapter's Academic Relations Coordinator or other similar person responsible for academic relations.
   This person will act as a key contact between the ISACA student group and the local chapter. You can locate your local chapter online at https://www.isaca.org/chapters.
- 3. Draft bylaws for the student group, ensuring that it aligns with university policy. You can use the bylaws template or request assistance from our Customer Experience Center: <a href="https://support.isaca.org">https://support.isaca.org</a>.
- 4. Ensure the group aligns with university policy and is organized as an official student activity within the university.
  - The student group needs to follow all university regulations regarding appropriate conduct, use of alcohol at meetings and harassment prevention.
  - b. University insurance policies should cover all supervised student group meetings on campus.
- 5. Elect a student board for the group, including a President, Vice President, Treasurer and Secretary. We just need to know who the President is to get you started! Student Group Presidents are required to hold and maintain ISACA Student Membership. Join online at <a href="https://www.isaca.org/membership">https://www.isaca.org/membership</a>.
- 6. Create a web page that should be located within the student activities section of the university website. This website should be public so that anyone can access/search for it. Do not place an ISACA logo on the webpage prior to receiving the Official Recognition Letter from the student activities department.
- 7. Optional: While not required for application approval, we suggest creating a schedule of meetings to hold throughout the school year. Meetings should be open to any students interested in ISACA. You may work with the local chapter in sponsoring the events so they can help coordinate activities, provide refreshments, assist with printing flyers, provide guest speakers, etc.

### **Approval**

When items 1-6 are complete and approved by ISACA, the ISACA Student Group will be granted official recognition. ISACA will send the faculty advisor and President the official ISACA Student Group certificate and logo. The group will also be listed on the ISACA Student Group Recognition page: <a href="https://www.isaca.org/studentgroup">https://www.isaca.org/studentgroup</a>.