Dear Prospective Student Organization:

On behalf of the Office of Student Leadership & Activities, Thank you for your interest in starting a new student organization. Our office is committed to helping your organization, maximize its potential through efficient and adequate services. Enclosed in the packet you will find the following documents to complete your registration process.

- Registration Application (2 pages)
- Sample Constitution for Student Organizations (1 page)
- Advisor Form (1 page)
- Account Form (1 page)
- Mini-Gant Application (1 page)

Please complete and return the packet to the Office of Student Leadership & Activities located in the Martin Luther King (MLK) Student Center, Suite 325.

Please be advised that September 30, 2011 at 4.00 pm is the deadline for all paperwork to be submitted and to be eligible for the Student Government Association Mini-Grant allocation. Deadline for “New Organization” paperwork for the school year 2011-2012 is November 4, 2011. All new student organizations must have at least five members. These five members should comprise their executive board.

No activities are permitted until after your successful registration. Once registered, your advisor will receive a letter and an email confirming your status as a Registered Student Organization (RSO). You will be granted your account number and a mailbox in the Office of Student Leadership & Activities.

If at any point you have questions, do not hesitate to contact our office at 857-6390 between the hours of 9.00 am and 4.00 pm. We are more than willing to assist you.

Respectfully,

Office of Student Leadership And Activities.
Section 1:

New Student Organization Roster for the Academic Year 2011-2012

Name of the Organization: ____________________________________________

Organization Executive Board

<table>
<thead>
<tr>
<th>Position</th>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice - President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Information must be correct!

General Membership Roster

*(Please include all active members in Organization. Use additional sheet if necessary)*

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 2:

Organization Mission Statement & Goals for Academic Year

(Please list organization’s mission statement and goals for the academic year 2011 - 2012)

Mission Statement:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Goals For The Year:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
(Student Organization Name) for the 2011 – 2012 academic year

**Advisor (s) Please Print your Name and Contact Telephone Number:**

1. _________________________________ Contact #: ____________________

2. _________________________________ Contact #: ____________________

Please note that advising a campus organization is a commitment to student development that can be time-consuming. As a result, organizations should attempt to find advisors who are not already working with more than two campus organizations. This should assure each group quality attention from its advisors and permit the benefits of sponsorship to accrue on the faculty and staff.

**As Advisors, we agree to the following:**

1. To provide information and guidance to the organization in the development and implementation of its programs
2. To coordinate organization matters with the Director of Student Leadership and Activities
3. To ensure that the regulations governing student organizations are followed
4. To ensure that either Advisor 1 or Advisor 2, or both is in attendance at all social affairs and meetings of the organization
5. To exercise authority to cease any activity, meeting, or program and take any other action considered responsible when behavior appear to require it (i.e. inappropriate behavior, human/property endangerment, severe weather conditions, etc.)
6. To ensure all activities by organization will be limited to DSU students and their legitimate guests unless approved by the Director of Student Leadership and Activities.
7. To ensure Advisor 1 or Advisor 2 signs all requisitions, requests for space, and activities.
8. To send at least 1 advisor to the Advisor Roundtable meetings in a semester.

Advisor 1 Signature _________________________________

Date ______________________________________

Advisor 2 Signature _________________________________

Date ______________________________________
New ACCOUNT AUTHORIZATION FORM

Number Assigned: __________

The Business Office is requested to open an account in the name of:

____________________________________________________________________

The funds to be deposited are to be collected and received from the following activities:

____________________________________________________________________

Requests for disbursements from the account shall be made only upon a requisition signed by:

_________________________________________ (Organization Advisor)

_________________________________________ (The Office of Student Leadership and Activities)

_________________________________________ (Organization Treasurer) or

______________________________________ (Organization President)

Date: _______________________

It shall be the responsibility of the above name organization to collect all funds and to deposit them regularly with the University cashier and to exercise custodial care over any vending machines or other personal property used by said organization in the production of income.

Payments to vendors for merchandise and payments for services in connection with this activity shall be processed promptly. Profits or other available funds shall be used for the following purpose(s):

____________________________________________________________________

____________________________________________________________________

Signatures:

___________________________________________________________
(Organization President) -Certifies that s/he has the authority to open an account with the university for the purpose stated. It is expressly agreed that the funds shall be subject to normal procedures established by the University for the purpose of accountability.

Signatures:

___________________________________________________________
Office of Student Leadership and Activities – Title

Solicitation from anyone outside of student organization committee is prohibited unless prior approval is obtained from the Office of Student Leadership and Activities.
MINI-GRANT APPLICATION FOR $250

Please fill in the following information: (NOTE: ORGANIZATION MUST BE REGISTERED)

Name of Organization: ________________________________________________

Number of Members in Organization: _________________________________

Contact Person Name: ______________________________________________

Contact Person Telephone: ___________________________________________

Contact Person Email Address: _________________________________________

Advisor Name / Telephone: __________________________________________

Advisor Name / Telephone: ___________________________________________

AMOUNT REQUESTED: $________________________ (NOT TO EXCEED $250)

Purpose of Mini Grant (attach additional sheets if necessary):

________________________________________________________________________

Number of Anticipated Students Served: (include direct and/or indirect service)

________________________________________________________________________

How will your program impact DSU students: (attach additional sheets if necessary)

________________________________________________________________________

Signature & Date of Organization President: ______________________________

Signature & Date of Advisor: ____________________________________________

ALL APPLICATIONS ARE DUE TO OFFICE OF STUDENT LEADERSHIP & ACTIVITIES BY SEPTEMBER 30, 2011 BY 4.00 PM

AWARD OF GRANTS ARE SUBJECT TO REVIEW AND APPROVAL OF STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL.