



DELAWARE STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP and ACTIVITIES

RETURNING STUDENT ORGANIZATION FORM

Thank you for your interest in registering your organization as an active student organization for the upcoming academic year. Our office is committed to helping your organization maximize its potential through efficient and adequate services. Please complete the following documents in order to register your student organization as a viable and active organization for the upcoming academic year:

- Returning Student Organization Roster
- Governance Sheet
- Validation sheet
- Student Organization Account Authorization Form

Submit all completed documents as one packet to the Office of Student Leadership and Activities (OSLA) located in the Martin Luther King Jr. Student Center (MLKSC), Suite 325. **You may fax the forms to 302-857-7408 or scan the document to osla@desu.edu. All forms must be received by September 30th each academic year in order to be considered as an active student organization for the academic year in session. Organizations that submit all forms by September 30th will be considered for a mini-grant awarded through the Student Government Association budget.**

No activities are permitted to be scheduled or performed until your organization has successfully completed the registration process. Your Advisor will receive an email confirming your registration status. For questions or inquiries, you may contact OSLA at 302-857-6390 (office phone), osla@desu.edu, or 302-857-7408 (office fax). **NOTE: All organizations are required to have a current DSU staff member (actively working on campus) as an Advisor or Co-Advisor. The Vice President for Student Affairs or the Director of OSLA or their designee must approve whom you have nominated as an Advisor and Co-Advisor.**

Welcome back!



DELAWARE STATE UNIVERISTY
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RETURNING STUDENT ORGANIZATION ROSTER

ACADEMIC YEAR 2012-2013

Name of Student Organization:			Budget Number:	
Executive Board				
Position	Last Name	First Name	Phone	Email
President				
Vice President				
Recording Secretary				
Correspondence Secretary				
Treasurer				
Advisor				
Co-Advisor				
General Membership Roster				
Last Name	First Name	Phone number	DSU Email	Alternate Email



DELAWARE STATE UNIVERISTY
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GOVERNANCE SHEET

Mission Statement:

Goals:

Objectives that meet goals:

Learning outcomes:



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VALIDATION

All applications are due to OSLA on September 30th each academic year by 4:00 PM. Grant funding is subject to the approved SGA budget structure for each academic year. Award of SGA mini-grants to student organizations are subject to review and approval of SGA Executive Council, the Director of OSLA, and the Vice President for Student Affairs. Formal notification of grant award will be sent to the Advisor's email address.

Please sign and date the below indicating your review and understanding of the returning student organization process and mini-grant availability. Your signature also confirms the roster you are submitting for your organization is valid.

Signature and Date of President: _____

Signature and Date of Treasurer: _____

Signature and Date of Advisor: _____

Signature and Date of Co-Advisor (if applicable): _____

Mini-grant award amount: _____ Date _____

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STUDENT ORGANIZATION ACCOUNT AUTHORIZATION FORM

TO: DSU BUSINESS AND FINANCE DEPARTMENT
3RD FLOOR – ADMINISTRATION BUILDING

FROM: DIRECTOR, OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES

Student Organization: _____ Academic year: _____

Account Number: _____

The above student organization is an active organization approved by the Director of the Office of Student Leadership and Activities. **Requests for disbursements from the account are authorized by the below individuals:**

Printed Name of Treasurer or designee	Treasurer's (or designee) Signature	Phone	E-mail
Printed Name of Advisor			E-mail
Printed Name of Co-Advisor	Co-Advisor's Signature	Phone	
Printed Name of OSLA Director	OSLA Director's Signature	Phone	

It shall be the responsibility of the Advisor and Treasurer of the above named organization to collect all funds and to deposit them regularly with the University cashier. The Advisor and Treasurer will serve custodial care over any vending machines or other personal property used by said organization in the production of income. Payments to vendors for merchandise, goods, or services in connection with the organization's programs, events and activities shall be processed immediately after the occasion has terminated. It is expressly agreed that the funds shall be subject to normal operating procedures established by the University for the purpose of accountability.