



DELAWARE STATE UNIVERISTY
OFFICE OF STUDENT LEADERSHIP and ACTIVITIES

NEW 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:

- Student Organization Roster
- Governance Sheet (you may also attach your organization's Constitution and By-laws if applicable)
- Advisor's Form
- New Account Authorization Form
- Validation Sheet

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!



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GOVERNANCE SHEET

Mission Statement:

Goals:

Objectives that meet goals:

Learning outcomes:



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ADVISOR'S FORM

Advising is a commitment to student development and student learning outcome. As an advisor, you confirm that you are an employee (person employed by the university on a full- or part-time basis, including academic professionals, administrators, classified staff, faculty, and service professionals) at Delaware State University and that you will notify OSLA immediately if your employment status changes. As an Advisor to a DSU active student organization, you agree to:

1. To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved
2. To be familiar with the Student Code of Conduct and other institutional guidelines that establishes expectations for student behavior and activities
3. To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively
4. Provide information and guidance to the student organization in the development and implementation of the organization's programs and activities
5. Coordinate organization matters with the OSLA
6. Be in attendance at all organization activities and programs
7. Exercise authority to cease any activity, meeting, or program and take responsible action to ensure the safety and security of all participants
8. Ensure all activities are restricted to DSU students and authorized guest
9. Sign and approve appropriate documents for activities, meetings, or programs on or off campus
10. Facilitate study sessions to guide organization members through a successful matriculation
11. Connect members to supplemental academic and social instructions when applicable
12. To assist in the orientation of new members and with the transition process each year

OSLA is committed to your success as an Advisor. You will receive the opportunity to attend annual workshops and learning venues that strengthen your ability to serve your members. You will receive and *ADVISOR'S MANUAL* that guides you through DSU policies and procedures that govern student conduct and organizing, and sample forms for student events. You will also be invited to attend a recognition and reward ceremony that celebrates how we value your leadership.

Your signature below confirms your understanding of and agreement to the Advisor's responsibilities above. Your signature also confirms you are a staff member at Delaware State University in good standing and actively working. Thank you for committing to an Advisor role.

Advisor Signature: _____

Date: _____

Co-Advisor Signature: _____

Date: _____



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NEW ACCOUNT AUTHORIZATION FORM

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

FROM: DIRECTOR, OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES

Student Organization: _____

The above student organization is a new and active organization approved by the Director of the Office of Student Leadership and Activities. Please assign a new account number and annotate it below. Return a copy of this form to OSLA:

New Account Number: _____ Account Date: _____

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	Advisor's Signature	Phone	E-mail
Printed Name of Co-Advisor	Co-Advisor's Signature	Phone	E-mail
Printed Name of OSLA Director	OSLA Director's Signature	Phone	E-mail

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.



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VALIDATION SHEET

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 Advisor: _____

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

Mini-grant award amount: _____ Date _____

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