



## APPLICATION FOR REGISTRATION OF STUDENT ORGANIZATION

### Academic School Year: 2019-2020

(PLEASE PRINT OR TYPE ONLY)

Please be aware that the information in this packet is public knowledge. Student Organization Registration is a function of the Office of Student Leadership & Activities. Registration shall be defined as the process whereby a student organization acquires recognition by the University as described in the Office of Student Leadership & Activities Student Organization & Advisor Handbook. Registration is valid for one (1) academic year for all organizations recognized during the Fall Semester. Organizations recognized during the spring semester will only receive validation for the Spring Semester.

**Deadline for ALL Student Organization Packets:  
May 31, 2019**

Included in this packet are the following forms:

- Executive 5 Board Roster
- National and/or Regional Affiliations // Statements of Anti- Hazing and Anti- Discrimination
- Student Organization Relevance
- Student Organization Roster
- Advisor Agreement
- Student Organization Recognition Statement
- Account Authorization Form (**to be completed by New Student Organizations ONLY**)

In addition to the forms mentioned above, in order for your packet to be considered **COMPLETE** by the Office of Student Leadership & Activities please include the following:

- Most recent copy of your organizations Constitution and Bylaws
- Letter of good standing from National/ Regional office indicating permission to operate at Delaware State University (if applicable)

**\*\*Please Note: You MUST use your Delaware State University Issued Email Address\*\***

## STUDENT ORGANIZATION REGISTRATION PACKET



**NAME OF ORGANIZATION** \_\_\_\_\_

DATE APPLICATION RECEIVED

Received By:

**Please check the appropriate application type:**

- Returning Organization** – Student Organizations that have been registered for at least three (3) continuous years
- New/Re-established Organization** – Student Organizations that have been registered for less than three (3) continuous years. Students seeking to start an organization cannot replicate an existing group or campus department, or form a new group for the sole purpose of competing against an already existing group. If the Office of Student Leadership and Activities determines that an organization with the same mission already exists, your group will be encouraged to join the student organization that already exists.

**Please check one category below which best describes the nature of the organization/interest group.**

- College/Departmental/Academic** - Organizations interested in a particular academic area selected from the many campus departmental and college/academic areas.
- Ethnic/Multicultural/International** - These organizations focus on ethnic, cultural, and other diversity issues, meeting the needs of under-represented people and providing opportunities to participate in campus activities with other like students and to share their experiences with others.
- Fraternities and Sororities** - These groups are nationally recognized entities established in concordance with Title IX of the U.S. Education Act of 1972 and are taxed exempted under section 501 (a) of the Internal Revenue Code of 1954. Campus interest and/or charter presence adhere to University policies. These groups have exclusive memberships and operate upon the mutual support of the members to provide expanded opportunities in leadership and personal development while supporting the University mission. They are civic and service based with campus and community impact. *(NPHC & CIO organizations only)*
- Governing/Representative** - These groups serve as governing bodies for students and include all boards/councils/and representing tiers of the Student Government.
- Graduate School** - These groups are primarily comprised of graduate students, and are associated with the University Graduate School program.
- Honorary** - These groups are organized for the purpose of recognizing and promoting outstanding scholastic achievement by students within particular academic areas or fields of interest. (i.e. honor societies)
- Religious/Spiritual** - These groups provide religious and social outlets for students of particular faiths.
- Service** - These groups have the primary focus of participation in service works that contributes to the quality of life of others.
- Special Interest** - Groups which form to meet the needs of students' varied interests not otherwise represented.
- Sport** - Groups which form to meet the needs of students' through club sports teams (w/approval of WRC).
- Civic/Outreach** - Groups which form to promote participation in the efforts of communities to solve problems, address social needs, and respond to challenges and opportunities
- Performing/ Fine Arts** – Organizations that bring together students who have a common interest and desire to explore, perform and/or learn more about a variety of art form and music genres.
- Political** – Students who have a common interest and/or subscribe to a specific political party, movement or hope to advance a specific agenda as well as a desire to learn more about and/or promote an understanding of a set of political values and/or beliefs.



**Executive 5 Board Roster\***

**Organization Name:** \_\_\_\_\_

**President Information:**

Name: \_\_\_\_\_

D Number: D \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*For Office Use Only:* CUM GPA: \_\_\_\_\_ SEM GPA: \_\_\_\_\_

**Vice President Information:**

Name: \_\_\_\_\_

D Number: D \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*For Office Use Only:* CUM GPA: \_\_\_\_\_ SEM GPA: \_\_\_\_\_

**Treasurer Information:**

Name: \_\_\_\_\_

D Number: D \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*For Office Use Only:* CUM GPA: \_\_\_\_\_ SEM GPA: \_\_\_\_\_

**Recording Secretary Information:**

Name: \_\_\_\_\_

D Number: D \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*For Office Use Only:* CUM GPA: \_\_\_\_\_ SEM GPA: \_\_\_\_\_

**Corresponding Secretary Information:**

Name: \_\_\_\_\_

D Number: D \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*For Office Use Only:* CUM GPA: \_\_\_\_\_ SEM GPA: \_\_\_\_\_

\* Student organization officer's **MUST** meet the following grade requirements to be eligible to hold office:

- Be enrolled in a minimum of 12 credit hours (full time student)
- Have a minimum of a 2.7 semester GPA **AND** a 2.7 cumulative GPA

\*\*Please attach an additional sheet with any additional officers\*\*



**National or Regional Affiliations (if applicable)**

Does your organization have national and/or regional affiliations: Yes No  
**If Yes, proceed with this section...**

Is your organization required to pay annual/bi-annual dues or taxes? Yes No

Is your chapter/colony in good standing with your national/regional offices? Yes No

- Provide the Office of Student Leadership & Activities with a local, regional, or national letter of good standing and approval to operate at Delaware State University.
- Please provide verification of Insurance (where applicable)

Name of National Organization	
Name of Contact Person	
Email & Phone Number of Office	
Regional Affiliation Contact Person	
Email & Phone Number of Office	

**(ALL NPHC ORGANIZATIONS ARE REQUIRED TO FILL THIS PORTION OUT AS ACCURATE AS POSSIBLE)**

**Statements of Anti-Hazing and Anti-Discrimination**

*(Please initial)*

\_\_\_\_\_ As the president, I have read to my members, made sure that they understand and agree to abide by all the policies and procedures as outlined in the DSU Student Organization Handbook, including the university policy on hazing and Delaware General Statutes.

\_\_\_\_\_ I affirm that as a member of my student organization, I will not prohibit attendance by anyone to my organization's programs and events on the basis of race, color, creed, religion, gender, age, national origin, disability, military, veteran status, political affiliation or sexual orientation.

*(Please sign)*

President: \_\_\_\_\_ (Print) (Sign) (Date)

On Campus Advisor: \_\_\_\_\_ (Print) (Sign) (Date)



## STUDENT ORGANIZATION RELEVANCE

*What relevance or impact will this student organization have in the upcoming academic year?*

**Mission Statement:** "What does the organization seek to DO...to/for WHOM...How?"

Example: The mission of ----- is to **(what action)**... **(what population/audience)**....through/by **(what means/efforts)**.

**2019-2020 Goals:** (Goals should be SMART- **S**pecific **M**easurable, **A**ttainable, **R**ealistic, **T**ime bound)



**RETURNING STUDENT ORGANIZATION ROSTER**  
(Please **PRINT** clearly. Print additional copies of this page if necessary.)  
**ACADEMIC YEAR 2019-2020**

Name of Student Organization:			Org Account Number: _____	
<b>Executive Board Roster*</b>				
<i>Position</i>	<i>Last Name</i>	<i>First Name</i>	<i>D Number</i>	<i>DESU Email</i>
President			<b>D</b>	@students.desu.edu
Vice President			<b>D</b>	@students.desu.edu
Recording Secretary			<b>D</b>	@students.desu.edu
Corresponding Secretary			<b>D</b>	@students.desu.edu
Treasurer			<b>D</b>	@students.desu.edu
Senator (SGA Rep.)			<b>D</b>	@students.desu.edu
Senator (SGA Rep.)			<b>D</b>	@students.desu.edu
Mr.			<b>D</b>	@students.desu.edu
Miss.			<b>D</b>	@students.desu.edu
<b>General Membership Roster</b> (Student Interest Group- List names of initial students who express interest and would join if group was formalized)				
<b>** Please exclude any members listed above**</b>	<i>Last Name</i>	<i>First Name</i>	<i>D Number</i>	
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**\*All positions must be filled by the FINAL deadline of the registration packet\***

## STUDENT ORGANIZATION REGISTRATION PACKET



### ADVISOR AGREEMENT

Advising is a commitment to student development and student learning outcome. As a **Primary Advisor**, this agreement is per one academic term and confirms that you are an employee (person employed by the university on a full 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. Each organization **MUST** have a DSU approved Primary Advisor. Organizations may also elect to have a **Secondary Advisor**. *Secondary Advisors also have to be University employees, employed by the university on a FULL time basis.* Advisors are asked to note agreement to the following:

1. To assist the 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 I may advise effectively and to assist in the development of such documents if needed.
4. Provide information and guidance to the student organization in the development and implementation of the organization's programs and activities with continued emphasis on the organization's focus on its mission and purpose.
5. Be familiar with and provide assistance to the organization in adherence and facilitation of student organization operational and financial management in alignment with protocols of the OSLA.
- 6. Be in attendance at all organization activities, programs, and meetings on and off campus.**
7. Exercise authority to cease any activity, meeting, or program and take responsible action to ensure the safety and security of all participants where necessary;
8. Ensure all activities are restricted to DSU students and authorized guests;
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.
13. Regularly attend general and executive meetings.
14. Call meetings of the executive committee when believed to be necessary.
15. Facilitate a University policies and procedures workshop with the entire group once a year.
16. Establish and maintain expectations of the officers to observe University policies and procedures throughout their terms.
17. Attend at least one Advisor information meeting facilitated by OSLA each semester.
18. Promote the University's emphasis on student success, mission, vision, and core values of *diversity, integrity, scholarship, community, and outreach* at every teachable moment possible.

By signing this agreement, the Delaware State University faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability and that she/he has read, understands and agrees to act in accordance with the university's policies regarding clubs and organizations. Advisors will any questions, comments, or concerns should contact the Office of Student Leadership & Activities.

Name of Registered Organization: \_\_\_\_\_

Advisor Name: \_\_\_\_\_  
[Print]

Campus Ext: \_\_\_\_\_

Office Location: \_\_\_\_\_

DSU Email: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Student Organization Recognition Statement**

I, \_\_\_\_\_, fully acknowledge and comply with the terms of the Office of Student Leadership & Activities Student Organization & Advisor Handbook. On behalf of my organization, I verify that I have received a copy of the manual. I confirm that the rules have been explained to me and I have a clear understanding of them. In addition to myself, I assure that every member of the organization will have clear understanding of the rules. Furthermore, as a condition of registration, I understand that my organization will be required to participate in mandatory leadership endeavors arranged by the Office of Student Leadership & Activities. Being recognized as a registered student organization at Delaware State University is a privilege and I accept the responsibilities that it entails.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Failure to comply with the Office of Student Leadership & Activities policies and procedures will subject registered student organizations to certain penalties, including suspension if warranted.



STUDENT ORGANIZATION REGISTRATION PACKET



**STUDENT ORGANIZATIONS ACCOUNT AUTHORIZATION FORM (FOR NEW ORGANIZATIONS ONLY)**

**TO:** DSU BUSINESS AND FINANCE DEPARTMENT  
3<sup>RD</sup> FLOOR – ADMINISTRATION BUILDING

**FROM:** DIRECTOR, OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES

Name of Student Organization: \_\_\_\_\_

The above student organization is a new/current 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 (for new org's only). Return a copy of this form to OSLA:

**(New Student Org)** New Account Number: \_\_\_\_\_ Account Date: \_\_\_\_\_  
**(Re-Established Org)** Current Account Number: \_\_\_\_\_ Account Confirmation: \_\_\_\_\_

**Requests for disbursements from the account are authorized by the below individuals:**

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

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.



### ***Returning Student Organization (RSO)- Check List***

1. Completed application (pages 1-6) includes...
  - Organization General Information (page 1)
  - Signed Anti-Hazing and Anti-discrimination statement
  - Student Organization Roster
  - Student Organization Relevance (Purpose, Mission, Goals)
  - Signed Advisor Agreement
  - Account Authorization Form
  - OSLA Advisor/ OSLA Student Org Commitment
  - Include:** Current Constitution and Bylaws
  - Include:** Letter of good standing from National/Regional Office indicating permission to operate at DSU (if applicable)