STUDENT ORGANIZATION REGISTRATION PACKET

2013–14

Student Affairs Office
Penn State York
1031 Edgecomb Ave.
York, PA 17403
717-771-4045
717-771-4016 (fax)
Greetings Student Organizations, Advisers, and those wishing to start a new organization on campus,

As we begin a new school year, it is important that the Student Affairs office has consistent communication with our current student organizations and leaders and provide a line of support for those wishing to start a new organization on campus. This Student Organization Registration form will allow us to accomplish both. For those already existing student organizations, we are asking that you re-register at the end of the spring semester with your new officers so that we know you are active, can provide us your new officers and membership, and to show continual support from your campus adviser. This form will also allow the Student Government Association (SGA) to provide funding to you as an active student organization. We ask that you please turn this form in within the first thirty days of the fall or spring semesters.

For those wishing to start a new club on campus, congratulations, you are one step closer in completing your goal! Please follow these next few steps so that your club can get under way.

- Discuss your idea for a new club with the president of the Student Government Association (SGA) and/or the associate director of Student Affairs
- Advertise on campus to recruit other interested students. You’ll need at least five student members in order to register your club. Student Affairs can assist with your outreach by copying posters and getting the word out about your new club. BEFORE you hang posters, you must have them approved by Student Affairs. We can also tell you how to reserve a space on campus for your first three meetings
- Complete the Student Organization Registration Form, included in this packet
- Submit your complete club constitution (a sample constitution can be found online and within the Office of Student Affairs) to the Student Government Association for approval at their next scheduled meeting
- Petition SGA for funding (if necessary) by completing a Budget Allocation Request. The treasurer can be helpful in completing this as well as on the Penn State York website under the Student Life tab
- Always attend SGA meetings. In order to maintain your registered club status, you must send a representative from your club to each meeting

If you need any assistance throughout this process, please feel free to come into the Office of Student Affairs and speak with me or you can also see a representative from SGA. Their office is located in the Game Room of the Joe and Rosie Ruhl Student Community Center (Ruhl) building.

I am looking forward to the year ahead, opportunities to be engaged, and celebrating all of your accomplishments. If there is anything that I can assist you with or for any questions, my door is always open so please do not hesitate to come in and visit or contact me. We are Penn State!

With support,

Dan Puccio
Associate Director of Student Affairs
Penn State York
dpp15@psu.edu
**Penn State York - Office of Student Affairs**  
**Student Organization Registration Form**  
**Fall 2013-Spring 2014**

Submit form to the Office of Student Affairs in 19 Ruhl Building or fax to 717-771-4016.  
For more information, call 717-771-4045 or e-mail dpp15@psu.edu

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**NAME OF ORGANIZATION:**  
_______________________________

Check One:  
____ Re-Registering Organization  ____ New Organization

Officer Elections Held  
____ Fall  ____ Spring  
Election Month(s): ______________________

Organizational E-mail Address (if applicable): ______________________

Organizational Website Address (if applicable): http://www._______________________________

Type of Organization

____ Cultural  ____ Arts/Music  ____ Honorary  ____ Political

____ Recreational  ____ Religious/Spiritual  ____ Service  ____ Club Sport

____ Academic/Professional  ____ Other: ______________________

Membership Open to:  
____ Student  ____ Faculty/Staff  ____ Community  ____ Invited to Join (Honors, etc.)

If your organization requires an invitation to join, what are the requirements?

____________________________________________________________________________________________

Purpose of the Organization

____________________________________________________________________________________________

Day, Time, and Place of Organizational Meetings

____________________________________________________________________________________________

**PRESIDENT**

As president of ______________________, I understand that this organization agrees to abide by all University rules and regulations. By virtue of accepting a position of leadership in this organization, I understand that there is an assumption of responsibility and possible liability for the organization. My signature verifies that I understand and agree to the preceding statements and will so inform other student officers.

President’s Full Name: ______________________

President’s Phone Phone: ______________________  
President’s Email (Penn State): ______________________

President’s Signature: ______________________  
Date: ______________________

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**Office Use Only**

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<thead>
<tr>
<th>Received by:</th>
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<th>Approved ____  Declined ____</th>
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<tbody>
<tr>
<td>Date:</td>
<td></td>
<td>Student Affairs Signature:</td>
</tr>
<tr>
<td>Constitution on file:</td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td>Organization Contacted:</td>
<td>Yes  No</td>
<td>Date Contacted:</td>
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CAMPUS ADVISER

Faculty/Staff advisers assume the responsibility for keeping informed about the activities of the organization, for attending meetings, and for advising the officers and members on University policies and procedures as well as budgetary matters. An adviser’s signature is required on all forms for activities:

I, __________________________, agree to be the adviser for ________________________________.

(Print name – Primary Adviser)

Primary Adviser’s Signature __________________________ Date __________

Primary Adviser’s Extension: X____________ Penn State Email: ______________________________

Secondary Adviser: __________________________ Phone Number: ______________________________

(only if necessary)

Secondary Adviser’s E-mail (Penn State): ______________________________

CONTACT PERSON

As a member of ______________________________, I permit the Office of Student Affairs to release my e-mail and/or phone number to individuals requesting information about this organization.

Contact Person’s Name: ______________________________

Contact Person’s Phone Number: __________________________ Contact Person’s Email: ______________________________

Signature: ______________________________ Date: __________________________

ORGANIZATION OFFICERS (Please print all officers in the table below, including email addresses)

<table>
<thead>
<tr>
<th>Officers Full Name</th>
<th>Position</th>
<th>Email Address (Penn State)</th>
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<tbody>
<tr>
<td>1</td>
<td>President</td>
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<td>Vice-President</td>
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</tbody>
</table>

What major events does your organization have for the 2013-14 school year?

____________________________________________________________________________________________

____________________________________________________________________________________________

What major service projects does your organization have for the 2013-14 school year?

____________________________________________________________________________________________

____________________________________________________________________________________________
What other points of distinction would you like us to know about your organization?

_____________________________________________________________________________________________
_________________________________________________________________________________

MEMBERSHIP

Please print or type the names of the organization members in alphabetical order.

1. ___________________________ Email:__________________________

2. ___________________________ Email:__________________________

3. ___________________________ Email:__________________________

4. ___________________________ Email:__________________________

5. ___________________________ Email:__________________________

6. ___________________________ Email:__________________________

7. ___________________________ Email:__________________________

8. ___________________________ Email:__________________________

9. ___________________________ Email:__________________________

10. ___________________________ Email:__________________________

11. ___________________________ Email:__________________________

12. ___________________________ Email:__________________________

13. ___________________________ Email:__________________________

14. ___________________________ Email:__________________________

15. ___________________________ Email:__________________________

16. ___________________________ Email:__________________________

17. ___________________________ Email:__________________________

18. ___________________________ Email:__________________________

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