



## New Student Club/Organization Registration Form

### GENERAL INFORMATION

Please print neatly and legibly. Forms will be returned if they are not legible.

Organization Name \_\_\_\_\_  
Do not use initials

Acronym (if applicable) \_\_\_\_\_

President \_\_\_\_\_  
Name Phone e-mail

Address \_\_\_\_\_

### ORGANIZATION PURPOSE

Indicate the primary purpose of the organization:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Activism/Awareness             | <input type="checkbox"/> Political         | <input type="checkbox"/> Military        |
| <input type="checkbox"/> Communication/Public Relations | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Musical Arts    |
| <input type="checkbox"/> Creative/Performing Arts       | <input type="checkbox"/> Technology        | <input type="checkbox"/> Science         |
| <input type="checkbox"/> Health                         | <input type="checkbox"/> Business          | <input type="checkbox"/> Social Sciences |
| <input type="checkbox"/> Journalism/Media/Writing       | <input type="checkbox"/> Community Service | <input type="checkbox"/> Sports Club     |
| <input type="checkbox"/> Multicultural/Language         | <input type="checkbox"/> Education         | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Religious/Spiritual            | <input type="checkbox"/> Honorary          |  |

**Briefly describe the purpose of your organization.** The mission statement of your club would be appropriate. A complete mission statement should be attached to this form.

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**NATIONAL SUPPORT**

Is your organization affiliated with a National organization?    Yes    No

If yes, name the National Organization \_\_\_\_\_

Does your organization pay dues to a National Organization? Yes    No

If yes, how much per quarter? \_\_\_\_\_

Describe the types of support your organization receives from its National organization.

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**MEMBERSHIP CRITERIA**

Briefly list the criteria for membership in your organization:

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**RECRUITMENT**

How does your organization plan to recruit new members (choose all that apply)?

- |   |  |
|---|--|
| <input type="checkbox"/> Organizational Fair                | <input type="checkbox"/> Welcome Week                |
| <input type="checkbox"/> Invitation to participation        | <input type="checkbox"/> Social events               |
| <input type="checkbox"/> Special recruitment activities*    | <input type="checkbox"/> Membership campaign*        |
| <input type="checkbox"/> Members invite prospective members | <input type="checkbox"/> Through academic department |
| <input type="checkbox"/> Announcements made in classes      | <input type="checkbox"/> Fliers on bulletin boards   |
| <input type="checkbox"/> Other* _____                       |  |

\*Please attach a sheet of paper describing the activities you are planning

**ORGANIZATION ROSTER (All officers must have a minimum of 2.0 GPA)**

Please attach a copy of your officer list (Please include e-mail address of the officers).

This information will be used to verify GPA eligibility and to notify members of special invitations for campus events.

Vice President \_\_\_\_\_  
Name Address email

Secretary \_\_\_\_\_  
Name Address email

Treasurer \_\_\_\_\_  
Name Address email

Members: \_\_\_\_\_  
Name Address email

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Contact information for club presidents is published on the ASSMU and Saint Martin’s University Campus Life web page. If you do not wish to have your personal information posted, please check this box. If you check this box, the default contact information will be your Saint Martin’s student email address. You will be responsible for checking that account.

**MEETINGS & EVENTS**

This information must be provided within two (2) weeks after becoming a club. *If meetings are not weekly or change often – updates must be made at the general ASSMU meetings.*

Meetings: Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_  
 Club Event Calendar:  Fall  Spring

**CONSTITUTION AND BY-LAWS**

You must submit a copy of your constitution and purpose along with this application. For help creating a constitution and purpose, please refer to the format for drafting a constitution found in this packet.

**ADVISORY SUPPORT**

All student clubs are required to have an advisor who is a full-time faculty or staff member at Saint Martin's University. Please provide advisor contact information.

Name	Campus Address
Campus Phone	E-mail

**ADVISOR STATEMENT**

As advisor to \_\_\_\_\_ I am familiar with the Student Handbook  
(Name of club/organization)

and Standards of Conduct and will assist in making the membership of this organization aware of the policies and procedures established at Saint Martin's University as well as encouraging the membership to comply with these guidelines. I am also aware of the specific responsibilities of the advisor as outlined in the Student Handbook and this Club Handbook.

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

Date

**FOR OFFICE USE ONLY:**

Date Received _____	Initials _____
Approved _____ Denied _____	Initials _____
Date club/organization notified of approval _____	Initials _____

\_\_\_\_\_ **HAZING COMPLIANCE AGREEMENT**  
INITIAL

Please refer to the Student Handbook for more information.

\_\_\_\_\_ **ALCOHOL AND ILLEGAL SUBSTANCES COMPLIANCE AGREEMENT**  
INITIAL

Please refer to the Student Handbook for more information.

\_\_\_\_\_ **HARASSMENT COMPLIANCE AGREEMENT**  
INITIAL

Please refer to the Student Handbook for more information.

\_\_\_\_\_ **CAMPUS POSTING POLICY AGREEMENT**  
INITIAL

The Saint Martin's University Club Handbook has established guidelines regarding the posting of informational material in campus facilities. Address any questions about the campus posting policy to the Office of Campus Life.

\_\_\_\_\_ **MEMBERSHIP ELIGIBILITY AGREEMENT**  
INITIAL

All members of a Saint Martin's recognized student club/organization must be current Saint Martin's students.

\_\_\_\_\_ **NON-DISCRIMINATION AGREEMENT**  
INITIAL

Clubs and organizations are required to abide by the Saint Martin's University affirmative action policy. The student club or organization will not discriminate on the basis of race, sex, sexual orientation, age, religion, creed, color, handicap, disability, veteran status, national origin or ancestry.

**For further information regarding Saint Martin's Standards of Conduct, please refer to the Student Handbook or go on our website at [www.stmartin.edu/StudentServices](http://www.stmartin.edu/StudentServices).**

The membership of \_\_\_\_\_ has been informed of the

(Name of Organization)

University Hazing, Alcohol, Harassment, Posting, Non-discrimination, and Membership Eligibility requirements as contained in the Student Handbook. I understand that each new member or prospective members must be informed to the policy as part of my responsibility as the president/chairperson of the organization.

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Signature of President

Date

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Signature of Advisor

Date