Student Organization Registration From

Name of Organization: _____

New ☐ Continuing ☐ Reactivating☐ Undergraduate☐ Graduate☐ Both☐

Primary Category: *(Please select only one)*

Academic ☐ Honorary ☐ Service ☐ Political ☐ Religious ☐ Social ☐

Secondary Category: *(Select up to two additional categories)*

Academic ☐ Honorary ☐ Service ☐ Political ☐ Religious ☐ Social ☐

Number of Student Members: _____

Organization Contact Information:

President: _____ Phone: _____

Email: _____@clarksoncollege.edu

Advisor: _____ Department: _____

Email: _____@clarksoncollege.edu Phone: _____

Organization Email: _____@clarksoncollege.edu

Purpose of Organization:

_____

_____

_____

_____

If you're renewing your organization, all renewals must be received by November 30, 2009, in order for your organization to have continued recognized status, as well as each organization must have attendance at the formal training for recognition status.

The President and Treasurer of this Student Organization are authorized stewards of the organization and the only members of the organization that may sign Clarkson College official documents, as well as any financial documents. Every student organization must agree to adhere to all policies, standards and procedures of Clarkson College and all local, state, and federal laws. They must also implement the following:

1.) Abide by your organizations constitution, which will be kept on file in the Student Government Association Office.
2.) Every organization must present at a Representative Meeting of SGA following submission of their Constitution/Bylaws to formally have their organization recognized by the College.
3.) All undergraduate organization officers must be enrolled in at least 6 credit hours. All graduate organization officers must be enrolled in at least 3 credit hours.
4.) Voting rights are restricted to currently registered Clarkson College student members.
5.) Agree to be good administrators of organization funds, and must follow sound financial processes at all times.
6.) Student organizations must go through Student Government Association for all Fundraising/Fund requests.
7.) Academic programs which provide college credit are not eligible for recognition as a student organization.
8.) Student organizations may not use the name of Clarkson College off-campus.
9.) The College is not responsible for events held off the Clarkson College campus.

We certify that this information is current and accurate to the best of our knowledge and agree to abide by all the Clarkson College policies and procedures, including these addressed above.

President Signature: _____ **Date:** _____
Treasurer Signature: _____ **Date:** _____

For Faculty/ Staff Advisor Use Only

Your signature as Faculty/Staff Advisor indicated that you are aware and have reviewed the Student Organization Handbook, and your Student Organization's Constitution/Bylaws.

Advisor Signature: _____ **Date:** _____

Please indicate if you will be on leave this school year.

Fall Semester _____ Spring Semester _____ Summer Semester _____

Office Use Only

Date of Constitution/Bylaw Update: _____

Approved ☐ Not Approved ☐ Reason: _____

SGA Advisor Signature: _____ Date: _____

SPC Chair Signature: _____ Date: _____