CLUB/ORGANIZATION NAME: _______________________

CLUB/ORGANIZATION REGISTRATION PACKET
SPRING 2013
HOW TO BECOME AN OFFICIAL CLUB OR ORGANIZATION

In this packet you will find:

• The requirements for your officers and members
• The requirements you must fulfill for Club Council
• Advisor Commitment Form
• Office and General Membership Roster Form
• Organization Categorization List
• Club Recognition Form
• Release of Information Waiver
• A Budget Request Form
• Allocation Guidelines
• Summary of Fall 2012 worksheet

Here is a checklist to follow before you submit your completed packet:

☐ Create a name for your club/organization
☐ Provide the purpose of your club
  What does your club want to do on campus? What difference do you think your club can make at our college?
☐ Create a mission statement
  This mission of your club/organization should reflect the goals of your club but must also agree with the mission of the college which is included in the packet.
☐ Identify an advisor
  Choose an advisor that will adequately meet your needs as a club/organization.
☐ Identify officers
  Choose officers that will promote and further your mission as a club/organization.
☐ Identify members
  Each organization must have a minimum of four full-time students. The four officers can count as the four members.
☐ Compile a list of ideas for potential events or fundraisers
  These ideas will help SGA to understand what sort or organization you intend to be on campus. They need not be extensively detailed, but they should give some insight as to your plans as an organization.
☐ Categorize your club/organization
  Under what official categorization would you like your club to fall? Having this clear delineation will help with recruiting members who are interested in the types of activities that may go along with this categorization.
☐ Research and plan how much money your club will spend in the upcoming semester
  This is essential to becoming an official organization. SGA needs an estimate of what you plan on spending and on what you plan to spend it on.
☐ Provide information on your Fall 2012 budget (if you are a returning club).
  Explain expenses and reasons for not spending full amount requested.

Once your organization has been granted official recognition, you will:

1. Have permission to utilize campus facilities and bulletin board space.
2. Have permission to utilize campus space for activities or events the club has planned.
3. Be able to request funding from the SGA.
4. Be able to seek help from Student Activities when planning an event or for advertising your event.
5. Assign a representative from the club to attend club council meetings.
Dear Interested Representative,

Welcome to the first steps of official recognition! All clubs, new and returning, are asked to fill out this packet in order to ensure that their club becomes recognized by SGA. If a returning club chooses not to submit this completed packet, SGA will consider the club inactive and the club will not receive the benefits of an official organization.

Organizations/Clubs are asked to speak to either the Executive Board Vice President of SGA (Jessica O’Neill) or the President of SGA (Stephanie Reif) prior to the start of this process. This is to ensure that you are on the correct path to becoming a recognized organization/club and to answer all questions/concerns that might come up.

SGA will be holding the Club/Organization Fair on January 23 from 2pm-4pm in the Rotunda. If you would like a table, please e-mail Jessica O’Neill as soon as possible. This fair is a great way to advertise your club and recruit new members!

Organizations/Clubs are asked to submit completed registration packets by January 23rd to the Student Activities Office on the 3rd Floor of St. Joseph’s Hall. If you miss this date, you cannot be a recognized club until SGA receives your paperwork.

Once your paperwork is turned in, you will be contacted to present at a scheduled meeting time during the week of January 21st. This presentation should outline the reasons for the requested budget (a PowerPoint presentation is required). Be prepared to answer any questions after the presentation. The Allocation Committee will then review your club proposal and requested budget and contact you with the decision.

Also, a representative from each club must be present at Club Council Meetings. Dates are 1/28, 2/11, 3/4, 3/18, 4/8 & 4/22 at 2pm. Location is TBA. Organizations/clubs will be included in the agenda to make announcements, share thoughts and ideas, and hear about the new procedures implemented.

Thank you for investing your interest, time, and energy. We look forward to working with you and seeing your recognized club around campus.

Executive Vice President of SGA
Jessica O’Neill

President of Student Government
Stephanie Reif
REGISTRATION FORM FOR STUDENT ORGANIZATIONS/CLUBS

Organization/Club Name: _________________________________________

Please state the mission of your organization/club:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Are there membership requirements (i.e. GPA, major…)?
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

How often will your organization/club meet? __________________________
Location of Meetings: ________________________
Time of Meetings: ___________________________

Is there any other information you would like to add about your organization/club?
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
RELEASE OF INFORMATION

For the following reasons, the Office of Student Life/SGA is required to obtain a release of information form from any student organization seeking registration at Chestnut Hill College:

• To be included in any College and/or student organization listings or publications.
• To release information to individuals making appropriate inquiries about the Organization’s activities on campus or desiring to contact one of the registered members.

We, the undersigned members of (organization name) ________________________

Authorize the Office of Student Life/SGA to release our names, addresses, and telephone numbers to individuals the College deems appropriate, for the purpose of providing information regarding our Organization for the academic year 20 __- 20 __.

ORGANIZATIONAL CERTIFICATION STATEMENT

We, as the petitioning members of the aforementioned organization, hereby certify that this organization does not discriminate within or outside the greater College community on the basis of race, ethnicity, religion, gender, national origin, sexual orientation, age, ability or economic status. Specifically, this means that we do not determine or limit membership, voting privileges or leadership positions based on any of the factors listed above. Further, we certify that this organization will not practice or promote any prejudice or intimidation and will abide by the College's Equal Opportunity Policy.

We acknowledge our responsibility as petitioning members of this organization to educate our members as to their rights and responsibilities under College policies and procedures. We also agree to monitor the activities of this organization and its members in connection with organization functions and events.

We have read and understand the above statement and certify that the information in this statement is true and correct to the best of our knowledge and beliefs. We understand that any misrepresentation may result in cancellation of our application for registration or revocation of our status as a registered organization.

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ADVISOR CONTACT

*Recognized student organizations must have a faculty or staff member as organization advisor*

Advisor Name: _____________________________________________________

Campus Address/Dept:  ______________________________________________

Campus Phone #:______________________________ Home Phone #: ________

ADVISOR OBLIGATIONS AGREEMENT

Agreement to serve as an advisor to a recognized organization obligates the advisor to the following duties:

1) The advisor will meet with the officers as an organization each term to discuss the progress of the organization.
2) The advisor will advise and attend the organization’s events on campus. If the advisor cannot make an event, he or she will find a staff/faculty replacement.
3) The advisor will sign all requests for use of College facilities.
4) Any time the advisor believes the student organization is not abiding by the terms and conditions stated in the organization’s constitution or other College policies and procedures, he or she shall refer the organization to the Student Activities for guidance and support.
5) The advisor upon resignation must inform the organization and the Student Government Vice President.
6) Important Clery Act Information: Due to your role as an advisor of an official student organization, you are considered a “Campus Security Authority” for the College. As such, you shall immediately report any crimes that you are made aware of to Chestnut Hill College security.

As the advisor to __________________ I acknowledge by my signature below, that I have read and understand my obligations as an advisor. I also understand that I can seek assistance with advising said group by contacting the Student Activities Office.

BY SIGNING BELOW YOU…

☐ Certify that the information provided here is complete and factual.
☐ Agree to update your forms and information should changes occur.
☐ Understand this information may be released for official College purposes.

Advisor Signature _____________________________     Date: _____
OFFICER AND GENERAL MEMBERSHIP ROSTER

Please list the officers (if any) of the organization including mailing address, CHC ID, and phone #. On the next page, please list the members of your organization including class status.

1. Officer’s Name: _________________________________ Office Held: ___________
   Mailing Address: _______________________________________________________
   CHC ID#: ____________________ Phone #: ________________________________
   Status: Fr ___ So ___ Jr ___ Sr ___  E-mail:________________________

2. Officer’s Name: _________________________________ Office Held: ___________
   Mailing Address: _______________________________________________________
   CHC ID#: ____________________ Phone #: ________________________________
   Status: Fr ___ So ___ Jr ___ Sr ___  E-mail:________________________

3. Officer’s Name: _________________________________ Office Held: ___________
   Mailing Address: _______________________________________________________
   CHC ID#: ____________________ Phone #: ________________________________
   Status: Fr ___ So ___ Jr ___ Sr ___  E-mail:________________________

4. Officer’s Name: _________________________________ Office Held: ___________
   Mailing Address: _______________________________________________________
   CHC ID#: ____________________ Phone #: ________________________________
   Status: Fr ___ So ___ Jr ___ Sr ___  E-mail:________________________

5. Officer’s Name: _________________________________ Office Held: ___________
   Mailing Address: _______________________________________________________
   CHC ID#: ____________________ Phone #: ________________________________
   Status: Fr ___ So ___ Jr ___ Sr ___  E-mail:________________________
Please list the members of the organization including class status.
Attach additional pages if necessary.

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<th>Member's Names (Print)</th>
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In order to help improve member enrollment, we ask that you check the category or categories you wish your organization to fall under. We will use this categorization to offer First Year Students possible organizations they may be interested in joining after completing a survey.

- **Academic Department**
  Organizations that are centered within an academic department or program at Chestnut Hill College.

- **Arts & Entertainment**
  Organizations whose primary purpose is the creation and/or presentation of visual arts, student performances, or events and programs featuring on or off-campus talent.

- **Cultural/ International**
  Organizations whose primary purpose is to offer opportunities to explore cultural, social, and service aspects of various cultural and international groups.

- **Governance**
  Organizations whose primary purpose includes serving as representatives of the student body to the College community and/or providing advice to the College faculty and administration.

- **Honorary**
  Organizations whose primary purpose is to promote scholastic excellence and deep involvement in various academic areas.

- **Media/ Publication**
  Organizations whose primary purpose is to practice the creation and presentation of print, broadcast, or electronic media.

- **Political/ Advocacy**
  Organizations whose primary purpose and activities support political thought, or cause.

- **Professional**
  Organizations whose primary purpose and activities help prepare students for particular professions after graduation.

- **Recreation/ Leisure**
  Organizations whose primary purpose is to participate in, or educate members about, a recreational or leisure activity.

- **Religious**
  Organizations whose primary purpose is the activity of worship, devotion, prayer, meditation, or study of religious concepts.

- **Service**
  Organizations whose primary purpose is to provide learning opportunities for students in the area of community service and volunteering for the College and College communities.
ALLOCATION GUIDELINES

ALLOCATION COMMITTEE

All budget decisions are at the discretion of the Allocation Committee. The Allocation committee consists of the Student Government Executive Board members, the Dean of Student Life, Director of Student Activities, the Assistant Director of Student Activities, and the Student Life Assistant.

ITEMS THAT WILL NOT BE FUNDED

• Meals or beverages for group meetings.
• Appropriations in furtherance of a political campaign or activity by any candidate or candidate’s staff for political office.
• Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
• Grants-in-Aid, scholarships, salaries, or stipends.
• Donations or charitable contributions of money or products.
• Direct funding of philanthropic activities.
• Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
• National association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
• Purchase of or reimbursement for the purchase of alcoholic beverages.

IMPORTANT GUIDELINES

• Chestnut Hill College works on a reimbursement policy only.
• Any reusable goods purchased must be stored at CHC and available for use for future club members. A Club Inventory form should be completed for all club items to be stored.
• All transportation may be reimbursed on a mileage basis. (40.5 Cents per Mile)
• All hotel costs may be reimbursed up to $100/night including tax. No additional fees or services will be reimbursed. Hotel reimbursements will only be given for the days of the competition/event. Extended stays will not be reimbursed.
• The Ticketing Program cannot be used for club expenses. If your club chooses to purchase individual tickets, these items cannot be reimbursed.
• Any profits from fundraisers/events may be used to purchase club supplies, etc. Please note the items purchased (with the profit) cannot then be reimbursed through SGA. In other words, no double-dipping! All funds raised through an event or fundraiser must be deposited into the Student Activities safe by the next business money. Money may not be set aside for future use or personal use.
### BUDGET REQUEST

For each item listed, print/type the amount of funding requested in the first column. Provide a brief, but specific, itemization for each item. Budget requests turned in without itemization will be returned to the organization for completion.

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**TOTAL REQUESTED:** __________

**TOTAL APPROVED:** __________
Fall 2012 Evaluation Worksheet

If your club was active in Fall 2012, please fill out the following information:

A. Budget

1. How much money was the club allocated in Fall 2012?

2. How much did your club spend? What did you spend it on (please be specific as possible)?

3. Please list the reasons why your club did not spend the full budget allocated.

B. Meetings/Events

1. How often did your club meet? Were these meetings effective?

2. Did you have events? Did your events have good attendance? If not, how can you improve this?
Note: SGA may consider, but is not required to fund any of the above expenses.
Completed packet must be handed into to the Student Activities Office.
NO LATER THAN January 18, 2012 by 3pm!

Approved and signed by the following:

_________________________________________________ Date: ___________
Vice President of Financial Affairs
Student Government Association

_________________________________________________ Date: ___________
Executive Vice President
Student Government Association

_________________________________________________ Date: ___________
President
Student Government Association

_________________________________________________ Date: ___________
Dean of Student Life