

Student Organization

FY09-10 Recognition/Registration Form

Annual Registration (returning org) **Initial Recognition (new org)**

- All information should be typed or written neatly.
- Be sure to complete the form entirely before handing into the Office of Campus Activities (Student Organization Resource Center, Creese Student Center, Lower Level).
- Student organizations must apply for Initial Recognition/Annual Registration every year (the year, as defined by the Office of Campus Activities, begins on the first day of the fiscal year, July 1, and ends on the last day of the fiscal year, June 30).
- Please have 10 full-time students sign the back of the form in support of your organization's mission. Students do not need to be members of your organization to offer support.

Organization Name _____ **Acronym** _____

Organization Website _____ **Organization E-mail** _____

Facebook/Yahoo/Google/etc. Groups _____ **Month of Next Election** _____

Constitution most recent revision date _____ **Number of Members (estimated)** _____

Has your org updated it's constitution in the past year? ____ Yes ____ No. If yes, please attach the most recent with this form.

Number of Participants (by category): ____ Undergraduate Students ____ Graduate Students ____ Alumni ____ Faculty ____ Staff

____ Other, specify _____ **Percentage of students:** ____ Part time ____ Full time

Please select category that best describes your organization Undergraduate Graduate Joint

Please select classification that best describes your organization Open Restricted [GPA Major M/F Other] Umbrella/Council

Please select type that best describes your organization Sports Goodwin Law School Other _____

General Interest Academic Honorary Media Cultural Religious Political Community Service/Social Action Performing and Fine Arts

Contact Person* _____ **Signature** _____ **Student ID#** _____

Address _____ **Phone#** _____ **Drexel ID/Email** _____

** This individual is listed on public documents/website or given to inquirers.*

President Name _____ **Signature** _____ **Student ID#** _____

Address _____ **Phone#** _____ **Drexel ID/Email** _____

Treasurer Name _____ **Signature** _____ **Student ID#** _____

Address _____ **Phone#** _____ **Drexel ID/Email** _____

ADVISOR Recognized student organizations must have an advisor who is a full time faculty, administrative or professional staff member of the University. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement must be discussed and negotiated between the advisor and the student organization. At minimum an advisor should:

- Have basic knowledge of the history, structure and purpose of the organization
- Be aware of the organization's finances and budget, as his or her approval may be needed for financial transactions
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of University policies and procedures, civic ordinances and state and federal laws that affect the activity of the organization
- Maintain ongoing contact with the officers of the organization

Advisor Name _____

Signature _____

Campus Address _____

Phone# _____

Drexel ID/Email _____

Privileges of Recognized Organizations

- Increased visibility and accessibility
- Access to available services and equipment on the University City Campus
- Permission to use the University name and logo when identifying the organization in accordance with University guidelines and policies on the use of the University's name and logo
- Access to funds from student activity fees in accordance with established policies, procedures and eligibility criteria
- Access to an organization mailbox in the Greenawalt Student Development Center (mailboxes for sports club organizations will be located in the Daskalakis Athletic Center)
- Leadership materials, educational resources, and mailings from the Office of Campus Activities
- Listing of organization information in the Office of Campus Activities on-line Student Organization Directory and all official publications
- Opportunity to participate in the Activities Unlimited student organization promotion and recruitment fair during the Fall and Spring terms
- Opportunity to acquire office/storage space on a yearly basis for student organization use
- Large and small event planning assistance

Responsibilities of Recognized Organizations

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing Drexel University for damage to University-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property or facilities
- Assure that all promotion and advertisement of events involving the use of University property or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files in the Office of Campus Activities (membership information, constitution, officer changes, etc)
- Maintain the non-profit volunteer status of the student organization
- All officers are currently and actively enrolled full-time students in good academic standing
- Maintain membership which reflects funding source requirements
- Send president, treasurer and one other officer to the Student Organization Orientation and Training (SOOT) workshop sponsored by the Office of Campus Activities annually
- Comply with all University policies and regulations as defined in the Drexel University Student Handbook and the Office of Campus Activities Policies and Procedures Manual, as well as local, state, and national laws

Supporting Students (All 10 required)

Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____
Name _____	Student ID# _____	Drexel ID/Email _____

If you are affiliated with a National/International Organization, please list a contact person at that National/International Organization.

Please attach National/International Constitution as well as your local constitution/bylaws.

National Organization Name _____ Contact Person Name _____

Address _____

Phone Number _____ E-mail _____ Website _____