

## Student Club Registration Form

**Please complete all the information below. Please attach the constitution along with this form and submit the registration fee (\$20).**

Registration Year: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Related Major(s) or Special Interest (ex: community, service, ethnic/cultural, religious, etc.):

\_\_\_\_\_

Purpose and Description of Club:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club members and titles:

President

Name:

Phone:

Email:

Vice President

Name:

Phone:

Email:

Treasurer

Name:

Phone:

Email:

Secretary

Name:

Phone:

Email:

Faculty Advisor

Name:

Phone:

Email:

**Attach a list of any additional officers.**

### Requirements

Student clubs recognized by Stanton University exist to facilitate student development that compliments classroom learning and life experiences. All student clubs are open to all members of the SU Community.

- Send one member to attend a mandatory orientation for all new and existing clubs
- Renew registration annually

- Supplies and operating expenses should come from organization’s budget
- Fund-raisers involving food may not be commercial and must obtain a temporary food permit

SU Student Club Advisors are expected to:

- Have a copy of the club constitution
- Accompany student clubs on any off-campus trips
  - MUST help find another SU employee to attend if unavailable
- Meet with club officers regularly
- Serve as the first resource for any dispute within the student club
- Help ensure that the club activities meet the mission/purpose of the club and support the mission and goals of the college
- Serve as a mentor to the club members
- Stay aware of projects or events and facilitate ideas without dominating

By signing below, I state that I have read and agree to all the policies and requirements for club registration:

\_\_\_\_\_  
Club President \_\_\_\_\_  
Date

\_\_\_\_\_  
Club Vice President \_\_\_\_\_  
Date

\_\_\_\_\_  
Club Treasurer/Secretary \_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor \_\_\_\_\_  
Date

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**For office use only:**

By signing below, I acknowledge that I have received this application:

\_\_\_\_\_  
Signature of Office Staff \_\_\_\_\_  
Date

By signing below, I acknowledge that I have reviewed this application:

\_\_\_\_\_  
Signature of Director of Student Affairs \_\_\_\_\_  
Date

By signing below, I acknowledge that I have approved/disapproved (**circle one**) the registration of this club after careful review:

\_\_\_\_\_  
Signature of SU Administration Representative \_\_\_\_\_  
Date