



### New Club Registration Form 2011-2012

All clubs and organizations must be registered through the Hofstra University. To become registered, **please fill out this form and submit it to OSLA: 260 Student Center (SC) by the third Wednesday of each month. A Club Registration Committee meeting will meet monthly on the third Friday of each month in SC 218: (Sept 16<sup>th</sup>, Oct 21<sup>st</sup>, Nov 18<sup>th</sup>, Feb 17<sup>th</sup>, Mar 16<sup>th</sup>, Apr 20<sup>th</sup>) where two (2) representatives of your club will be asked to appear.** If approved by the committee, you will become a registered organization at Hofstra, allowing you numerous opportunities:

- Support from the programmatic departments within the Division of Student Affairs
- Access to club database, Collegiate Link where you can market, recruit, and showcase your club
- Eligibility for flyer approval
- Ability to reserve space for meetings and gatherings
- Trainings offered throughout the year to organizations, student leaders, and their advisors
- Recognition at university-wide receptions such as Hofstra Student Leadership Awards
- Marketing of your organization, included on the Official Registered Organization List put out by OSLA every year.
- If eligible, the opportunity to be recognized by the Student Government Association and apply for funding
- Pre-scheduling for large programming space

This form contains information that we will use to advertise your club to students (i.e. when and where meetings are held, who to contact, etc.). All fields of this form are required. If a field is not completed, the form will not be accepted. If you have any questions, please email [osla@hofstra.edu](mailto:osla@hofstra.edu). This form must be submitted to OSLA by the 3<sup>rd</sup> Tuesday of each month in order to be put on the Registration Committee agenda.

**Club Name:** \_\_\_\_\_

**Club Contact Information:**

Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

*(This information will be distributed to prospective members unless otherwise specified.)*

**Mission/Purpose of the organization:**

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**Club Category:** *(Circle all that apply but please designate the dominant category with an asterisk):*

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|-----------------------|-----------------------------|-----------|
| Academic              | Multicultural               | Religious |
| Fraternity & Sorority | Performance                 | Social    |
| Graduate              | Politically/Socially Active | Sports    |
| Media                 | Pre-Professional            |           |

**Outline of Member Recruitment Efforts:**

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**Leadership Roster:**

*President's Name*

*HU ID#*

*HU Email:*

*President's Cell #:*

*Vice President's Name*

*HU ID#*

*HU Email:*

*Vice Pres. Cell #:*

*Treasurer's Name*

*HU ID#*

*HU Email:*

*Treasurer's Cell #:*

*Club Advisor's Name*

*Club Advisor's Position*

*HU Email:*

*Club Advisor's Number :*

**Other Interested Member Names / 700#:**

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**Please confirm that Constitution is attached** (mandatory): \_\_\_\_\_

**\*\*\*Please understand that the sample constitution should be edited to meet the club's needs. Feel free to change it according to your club's requirements.**

Please read the Guide to Pride (located at [www.Hofstra.edu/studentaffairs/deanofstudents](http://www.Hofstra.edu/studentaffairs/deanofstudents)), as it relates to clubs and organizations, and sign below that you have read the policy and made your advisor aware of their roles and responsibilities.

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status ("protected status") in the conduct and operation of its educational programs and activities, including admission and employment. Membership in clubs and organizations is open to all students without regard to any protected status listed above. Any student club or organization that violates this policy will not be eligible for University funding or any other benefits afforded to officially recognized clubs and organizations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_