

New Club Registration Form 2014-2015

All clubs and organizations must be registered through 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 a Friday of each month in SC 218: (Sept 26, Oct 24, Nov 21, Feb 27, Mar 27, Apr 24) where two (2) representatives of your club will be asked to appear. If approved by the committee, you will become a registered organization, allowing you numerous opportunities, including:

- o Support from the programmatic departments within the Division of Student Affairs
- o Access to club database, Collegiate Link, where you can market, recruit, and showcase your club
- o Eligibility for flyer approval
- o Ability to reserve space for meetings and gatherings
- o Training offered throughout the year to organizations, student leaders, and their advisors
- o Recognition at University-wide receptions such as Hofstra Student Leadership Awards
- o Marketing of your organization
- o If eligible, the opportunity to be recognized by the Student Government Association and apply for funding

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. This form must be submitted to OSLA by the third Wednesday of each month in order to be put on the Registration Committee agenda. Please note that there will be additional presentation requirements for the committee meeting.

Club Name: _____

Club Founder Contact Information:

Name: _____

Class Year: 20_____ (We are looking for your graduation year). If you are a graduate student, please specify as the process is different for you.)

Email: _____

Cell: _____

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

Mission/Purpose of the organization:

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

Academic
Fraternity & Sorority
Graduate
Media

Multicultural
Performance
Politically/Socially Active
Pre-Professional

Religious
Social
Sports

Potential Leadership Roster: We understand that your official roster cannot be provided since your organization has not yet held elections, but please provide the names of at least four (4) students committed to founding this organization. If approved by the committee, you will be recognized on a probationary period, giving you eight (8) weeks to recruit and activate your organization. You must provide an official roster on Collegiate Link of at least ten (10) undergraduate student members (and one (1) club advisor) in order to move from probationary to recognized status. Failure to do so within eight (8) weeks of you being approved will result in your organization being de-activated and you will have to re-apply to the Registration Committee.

See reverse side.

Potential President's Name:	HUID#:
HU Email:	President's Cell#:
Potential Vice President's Name:	HUID#:
HU Email:	Vice Pres. Cell#:
Potential Treasurer's Name:	HUID#:
HU Email:	Treasurer's Cell#:
Official Club Advisor's Name:	Club Advisor's Campus Title:
HU Email:	Club Advisor's Phone Number:

(If you need assistance finding an advisor please email osla@hofstra.edu for suggestions.)

****If you are eligible to be recognized by SGA, you must contact SGA_____rules@pride.hofstra.edu after approval from the Registration Committee. **Note: Only Undergraduate, Non-exclusive Organizations will be considered for SGA recognition.**

Please attach a typed list of at least 10 interested members' name, Pride email, and 700#_____ (initial here)
Please note that the active members of undergraduate clubs recognized through this Registration Committee must be undergraduate full-time students only. Graduate students may form and join graduate clubs only.

Please confirm that Constitution is attached (mandatory):___ ***A constitution template can be found at hofstra.edu/SGA under "Documents." 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 needs and requirements.

Please read the *Guide to Pride* (located at 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, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as "Protected Characteristic") in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. 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.

Please also note that the Hofstra Registration Committee does not approve organizations that have a mission that is duplicative, as determined by the Committee in comparison to current recognized, registered, and active clubs or organizations.

Signature:_____

Date:_____

For OSLA use only:

✓ Approved_____ Denied_____ Rationale_____

Category:_____ SGA Recognized: Yes_____ No_____