

**STUDENT CLUB**  
**REGISTRATION**  
**PACKET**



2016 – 17

Student Affairs Office  
Penn State York  
1031 Edgecomb Ave.  
York, PA 17403  
717-771-4045  
717-771-4016 (fax)

Greetings Student Clubs, Advisers, and those wishing to start a new club on campus,

As we begin a new school year, it is important that the student affairs office has consistent communication with our current student clubs and leaders, while also providing a line of support for those wishing to start a new student club on campus. This Student Club Registration form will allow us to accomplish both. For those already existing Student Clubs, we are asking that you re-register at the end of the spring semester with your new officers so that we know you are active, can provide us your new officers and membership, and to show continual support from your campus adviser. This form will also allow SGA to provide funding to you as an active student organization. We ask that you please turn this form in to Student Affairs by Friday, September 16.

For those wishing to start a new club on campus, congratulations, you are one step closer in completing your goal! Please follow these next few steps so that your club can get under way.

- Discuss your idea for a new club with the President of the Student Government Association (SGA) and/or the Associate Director of Student Affairs
- Advertise on campus to recruit other interested students. You'll need at least five student members in order to register your club. Student Affairs can assist with your outreach by copying posters and getting the word out about your new club. **BEFORE** you hang posters, you must have them approved by Student Affairs. We can also tell you how to reserve a space on campus for your first three meetings
- Complete the *Student Club Registration Form*, included in this packet
- Submit your complete club constitution (a sample constitution can be found online and within the Office of Student Affairs) to the Student Government Association for approval at their next scheduled meeting
- Petition SGA for funding (if necessary) by completing a *Budget Allocation Request*. This form can be found on the Penn State York website under the Student Life tab
- Always attend SGA meetings. In order to maintain your registered club status, you must send a representative from your club to each meeting

If you need any assistance throughout this process, please feel free to come into the Office of Student Affairs and speak with me or you can speak with a representative from SGA.

I am looking forward to the year ahead, opportunities to be engaged, and celebrating all of your accomplishments. If there is anything that I can assist you with or for any questions, my door is always open, so please do not hesitate to come in and visit or contact me. We are Penn State!

With support,



Dan Puccio  
Associate Director of Student Affairs  
Penn State York  
[dpp15@psu.edu](mailto:dpp15@psu.edu)

# Penn State York - Office of Student Affairs

## Student Club Registration Form Fall 2016-Spring 2017

Submit form to the Office of Student Affairs in Main Classroom Building Room 134A or fax to 717-771-4016.  
For more information, call 717-771-4045 or e-mail dpp15@psu.edu

**NAME OF ORGANIZATION:** \_\_\_\_\_

**Check One:**    \_\_\_ Re-Registering Organization    \_\_\_ New Organization

**Officer Elections Held**    \_\_\_ Fall    \_\_\_ Spring    **Election Month(s):** \_\_\_\_\_

**Organizational E-mail Address (if applicable):** \_\_\_\_\_

**Organizational Website Address (if applicable):** http://www. \_\_\_\_\_

**Type of Organization**

\_\_\_ Cultural            \_\_\_ Arts/Music            \_\_\_ Honorary            \_\_\_ Political  
 \_\_\_ Recreational        \_\_\_ Religious/Spiritual    \_\_\_ Service            \_\_\_ Club Sport  
 \_\_\_ Academic/Professional    \_\_\_ Social        Other: \_\_\_\_\_

**If your organization requires an invitation to join, what are the requirements?**

\_\_\_\_\_  
 \_\_\_\_\_

**Purpose of the Organization**

\_\_\_\_\_  
 \_\_\_\_\_

**Day, Time, and Location of Organizational Meetings**

\_\_\_\_\_

**PRESIDENT**

As president of \_\_\_\_\_, I understand that this organization agrees to abide by all University rules and regulations. By virtue of accepting a position of leadership in this organization, I understand that there is an assumption of responsibility and possible liability for the organization. My signature verifies that I understand and agree to the preceding statements and will so inform other student officers.

President's Full Name: \_\_\_\_\_

President's Mobile Phone #: \_\_\_\_\_ President's Email (Penn State): \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Received by: \_\_\_\_\_

Approved \_\_\_\_\_ Declined \_\_\_\_\_

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

Student Affairs Signature: \_\_\_\_\_

Constitution on file: Yes No

\_\_\_\_\_

Organization Contacted: Yes No

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



**MEMBERSHIP**

Please print or type the names of the organization members below. An attached roster including name and email of active membership is also acceptable.

- 1. \_\_\_\_\_ Email: \_\_\_\_\_
- 2. \_\_\_\_\_ Email: \_\_\_\_\_
- 3. \_\_\_\_\_ Email: \_\_\_\_\_
- 4. \_\_\_\_\_ Email: \_\_\_\_\_
- 5. \_\_\_\_\_ Email: \_\_\_\_\_
- 6. \_\_\_\_\_ Email: \_\_\_\_\_
- 7. \_\_\_\_\_ Email: \_\_\_\_\_
- 8. \_\_\_\_\_ Email: \_\_\_\_\_
- 9. \_\_\_\_\_ Email: \_\_\_\_\_
- 10. \_\_\_\_\_ Email: \_\_\_\_\_
- 11. \_\_\_\_\_ Email: \_\_\_\_\_
- 12. \_\_\_\_\_ Email: \_\_\_\_\_
- 13. \_\_\_\_\_ Email: \_\_\_\_\_
- 14. \_\_\_\_\_ Email: \_\_\_\_\_
- 15. \_\_\_\_\_ Email: \_\_\_\_\_
- 16. \_\_\_\_\_ Email: \_\_\_\_\_
- 17. \_\_\_\_\_ Email: \_\_\_\_\_
- 18. \_\_\_\_\_ Email: \_\_\_\_\_
- 19. \_\_\_\_\_ Email: \_\_\_\_\_
- 20. \_\_\_\_\_ Email: \_\_\_\_\_
- 21. \_\_\_\_\_ Email: \_\_\_\_\_

**(USE BACK IF NECESSARY)**