**Student Organization Registration Form**

(Must be typed and signed by the organization President and Advisor.)

School Year Date Submitted

**1. General Information**

Name of Organization

Organization Mission

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Categorization *(Select up to 3 that apply and rank in order of significance)*:

­­­\_\_\_ Academic \_\_\_ Gender-Specific \_\_\_ National Pan-Hellenic Council

\_\_\_ City or State Club \_\_\_ Female \_\_\_ Professional (i.e. Business, Law)

\_\_\_ Civic or Political \_\_\_ Male \_\_\_ Residence Hall

\_\_\_ Creative Arts \_\_\_ Greek-Lettered \_\_\_ Service

\_\_\_ Cultural \_\_\_ Honor Society \_\_\_ Special Interest

\_\_\_ Department \_\_\_ Mentoring \_\_\_ Spirit/Sport

**2. Organization Contact Information**

Organization Phone Number Organization Email Address

Organization Mailing Address / P.O. Box

**3. Officers**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Phone Number | Email Address |
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**4. Advisors** *(Note: Must have 3 advisors. At least one advisor must be full-time TSU faculty/staff member.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Phone Number | Email Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Officer Elections**

Officer elections will be held: ☐ Annualy (Month: )

☐ Each Semester (Months: )

☐ Other ( )

**6. Meetings**

Frequency of General Body Meetings

Day(s)

Location

Time

Frequency of Executive Board Meetings

Day(s)

Location

Time

**7. Members** *(Note: A Membership Roster Form with T-Numbers must be submitted by Organization Advisor before application can be approved. Any membership changes or additions that occur throughout the year must be submitted to the Office of Student Activities immediately.)*

Number of Members

**8. Membership Selection** *(Select all that apply.)*

☐ Application ☐ Interview ☐ Rush

☐ Audition ☐ Nomination ☐ Other:

☐ Invitation ☐ Recommendation

Will your organization employ a New Member Education Process? ☐ Yes ☐ No

If yes, when and what will be the duration of the New Member Education Program?

*(Note: University policy dictates that a student organization New Member Education Process may not exceed five weeks in duration.)*

**9. Requirements for Membership**

All students who are members of student organizations are required to maintain a minimum 2.5 grade point average.

Other requirements:

Organization Dues: $ per New Member Dues (if different): $

**10. Departmental and National Affiliations**

If organization is a Department Organization, please indicate the department and Department Head.

Department:

Department Head:

If organization is an affiliate of a national body, please fill it in below:

Regional Director

Address

Street Number City State Zip

Name of National Body

Address

Street Number City State Zip

**11. Required Attachments**

1. Constitution
2. Membership Roster Form
3. Benefit, Outcomes & Vision *(Please answer the following on a separate sheet of paper)*:
   1. *Benefit to the University and Students* – How will the registration of this organization contribute to the mission of Tennessee State University, and how will the campus community benefit from its existence? How will members as individuals benefit from their involvement?
   2. *Goals & Outcomes* – What are the goals of this organization? What specific accomplishments or outcomes does the organization hope to achieve? How will you measure your success?
   3. *Vision & Longevity* – If registered, how will you ensure that this organization will exist and thrive long after your graduation?

**12. Registration Fees** *(Note: Upon approval of this form, please pay appropriate registration fee at Bursar’s Office by Money Order ONLY to the “Student Activities – Organizations” account.)*

Small Organization (5 – 20 members): $50.00

Medium Organization (21 – 40 members): $75.00

Large Organization (41 – more members): $100.00

**Statement of Assurance of Compliance with University Policies**

The student organization described hereby applies for registration as an official student organization of Tennessee State University. The officers and advisors certify that they have read the Policies and Procedures for Student Organizations available at <http://www.tnstate.edu/campus_life/activities.aspx> and agree to conduct the business and activities of this organization in accordance with the regulations pertaining to student organizations set forth in these documents. The organization, its members, and its advisors agree to comply with all rules, regulations, policies, and procedures of the Tennessee Board of Regents, Tennessee State University, all federal and state laws and regulations, the Student Handbook, the Office of Student Activities and the Registered Student Organization Manual. It is understood that failure to do so can affect the registration status and/or activities of the organization.

Organization President Name (Print) Organization Advisor Name (Print)

Organization President Signature Date Organization Advisor Signature Date

NOTE:Return to Student Activities – FPCC Room 217, P.O. Box 9548, or by PDF to [tsustudentactivities@tnstate.edu](mailto:tsustudentactivities@tnstate.edu).

**For Office Use Only**

Date Received:

Requirements:

If re-registering:

☐ Submitted Annual Report (if re-registering organization)

☐ Held at least two service projects & one on-campus activity each semester

☐ Attended General Assembly Meetings

☐ Updated Constitution (if applicable)

New organization:

☐ Constitution

☐ Membership Roster Form

☐ Benefit, Outcomes & Vision

Approval Status:

☐ Approved

☐ Approval Pending (Reason: )

☐ Denied (Reason: )

Coordinator of Registered Student Organizations Director of Student Activities

Coordinator’s Signature Date Director’s Signature Date