



Student Club/Org Registration Packet



Acceptance Letter

By signing below, I acknowledge that I have read the Student Government Association Constitution and received the Student Club & Organization Registration Packet. I understand that it is my responsibility to read and comply with these policies and procedures. I agree to all terms that are set from the Department of Student Life via Student Government Association.

Date: _____

Advisor: _____

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Student Organization Criteria

REQUIREMENTS FOR STARTING A CLUB/ORGANIZATION

Student club or organization form the basis of co-curricular life at St. Thomas University and are an important element to educating the total person. Outlined below is the process by which you can propose a student club/org that is recognized by the Department of Student Life and the University.

A student club/org seeking recognition must be non-discriminatory and open to the entire STU undergraduate and graduate populations. All proposed student clubs/orgs and any affiliated national organizations must adhere to the goals and mission of St. Thomas University and the principles of the Catholic Church. Please note that not all proposed new student club/orgs will be approved based on several factors including but not limited to the number of similar clubs/orgs, the interest and sustainability, the use of campus resources, likelihood of sustaining over time, appropriateness, and support of the mission and vision of the University and the Catholic Church. In addition, no organization can be in support of any specific political candidate for any election.

Step 1: Complete the Registration Form found in this packet

- SGA will inform you if your proposal has been accepted via email within 10 business days.
- Be prepared to answer the following questions on your proposal:
 - What is the name of the club/org?
 - What is the purpose of the club/org?
 - What are the short term goals for the first year of the club/org?
 - What are the long term goals for the first five years of the club/org?
 - What thorough research and findings has been done into any potential conflicts with the Catholic Church and explanation of how the organization is consistent with Catholic Social Teaching?
 - Any additional information?

Step 2: Hold a recruitment/organizational meeting.

- This meeting can only be held *after* SGA and AD of Student Life have approved your proposal.
- If your organization is approved to move on to Step 2, your advisor will be able to reserve space and post announcements for meeting via Coursedog. At this meeting you should discuss with your potential members any outstanding requirements needed to complete Step 3.

Step 3: Register your Club/Org

- The registration form will require the following information:
 - Club/Org name and description
 - Mission Statement
 - Club/Org logo & colors
 - Club - Fill four (4) Board member (President, VP, Treasurer and Secretary), at least six members and a STU faculty or staff as the advisor
 - Organization - Fill your custom executive board structure, at least six members and a STU faculty or staff as the advisor.
 - Constitution and Bylaws

Step 4: Review Process

- Once the new Club/Org Registration has been submitted, the request will be reviewed by the Associate Director of Student Life. If additional information is required, the AD of Student Life will have the Vice President of SGA contact the Club or Organization's Advisor and President. The Associate Vice President of Student Affairs or AD of Student Life has the authority to recognize (or not recognize) student organizations on behalf of the university.
- Upon authorization, the Vice President of SGA will notify the club or organization president and advisor. At that time, all other appropriate campus departments shall be notified that recognition is complete.

REQUIREMENTS TO REACTIVATE CLUBS/ORGANIZATIONS

- Must submit a letter request to reactivate stating intent and why the club/org was deactivated to the Vice President of SGA.
- AD of Student Life must approve and confirm with Advisor. AD of Student Life reserves the right of refusal.
- Must submit a new Club/Org Constitution and Bylaws
- Turn in Club/Org Packet (please keep in mind these are due at the beginning of each semester)
- All reactivated Club/Org will be subject to a probationary semester and will not receive any funds from SGA until that semester has completed.
 - 1 Social Event
 - 1 Educational or Cultural Event
 - 1 Fundraiser Event (optional)
- E-board member(s) must attend Student Club/Org Workshops meetings once a month. (4)

Registration Form

Club/Organization's Name: _____

Club/Organization's Mission: _____

What are the short term goals for the first year of the organization? : _____

What are the long term goals for the first five years of the organization? _____

What thorough research and findings has been done into any potential conflicts with the Catholic Church and explanation of how the organization is consistent with Catholic Social Teaching? _____

The information below serves as an update for each academic semester for every respective organization at St. Thomas University. Please complete the below information and return to the SGA Office for approval. Please attach one copy of the Clubs/Organization's constitution.

Advisor's Print Name: _____ School of: _____

Phone Extension: _____ STU E-Mail: _____

Meeting Locations: _____ | _____

Location (Room)

Day/Time

Note: If your Club/Organization has unique meeting dates and times, please let us know.

EXECUTIVE BOARD INFORMATION

President's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____
FR / SO / JR / SR / GR

Vice President's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____
FR / SO / JR / SR / GR

Treasurer's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____
FR / SO / JR / SR / GR

Secretary's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____
FR / SO / JR / SR / GR

Advisor's Signature: _____

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Received by: (SGA Officer): _____ **Date Received:** ___ / ___ / ___

Organization Contract

AGREEMENT FORM

Club/ Organization

Date

The deadline for submission of the Student Club/Org Packet documentation is: _____

At this time, the following forms should be submitted: (1) Student Organizations Contract, (2) Registration Form, (3) Desired Learning Outcomes

Throughout the Semester: Outcomes & Assessments (for each event), Fundraiser Loan Form (if needed), Supplemental Student Event Form (if needed), Special Event Setz Up Form (if needed), Club Minutes from all meetings, etc.

1 Week after Event: Group Service Hours Form (if applicable)

The signatures of each representative of all active Clubs/Organizations confirm that all previously mentioned requirements will be followed.

Short/Long Term Goals

Club/Org. President Signature

Social Service Expectations

Club/Org. Vice President Signature

Fundraiser Requirements

Club/Org. Treasurer Signature

Publicity Policies/Club Minutes

Club/Org. Secretary Signature

Leadership Responsibilities

Club/Org. Advisor Signature

Monthly Responsibilities

EXPECTATIONS AND DEADLINES

- At least one Club/Organization Executive Board representative must attend all Club/Org Workshop.
- Follow the social requirements.
- Must make sure that Club/Organization and members take part in at least three (3) SGA hosted events and at least three (3) other Clubs/Organization hosted events per semester
- Minutes of every meeting shall be sent to SGA Secretary of Communications

CLUB/ORGANIZATION REQUIREMENTS

- Each Executive Board will follow the CAS Guidelines and Procedures for developing their Club/Organization social requirements
 - Upon proposing events, use the Desirable Student Learning and Development Outcomes (DLOs) Guide. This approach allows Clubs/Organizations to fulfill their mission and be better prepared for all events.
 - Assessment Forms for each event must be submitted one (1) week following the end of the event.
 - **PLEASE MAKE ADDITIONAL COPIES OF ALL FORMS FOR FUTURE USE!!!**

EDUCATIONAL OR CULTURAL EVENT

- Educational or Cultural Event must satisfy the DLOs submitted by your club and must be approved by the SGA Vice President and President.
 - Funding is available based on the situation for non funded and funded Clubs/Organizations.
 - Education/Cultural event must have either an academic or a culturally engaging impact on purpose, creativity is welcomed.

STUDENT EVENT FORM

- Additional events or fundraiser forms must be submitted 2 weeks prior to the event; this will also assure that your events venue is available for the time and date requested.
- Advisors are responsible for booking the venue location for events for your club on Coursedog.

EVENT FUNDING FORM

- Budgetary information forms must be complete and submitted for approval.
- All Clubs or Organizations in "Good Standing" will receive an allocated funding of \$250.00 per semester.
- Receipts must be turned in to the SGA Finance Coordinator no more than two (2) days after the end of the event.

FUNDRAISER FORM

- No more than two Clubs/Organizations can fundraiser on the same day, with approval from both SGA Finance Coordinator and SGA Vice President, per situation.
- SGA does not provide funding for Club/Org. fundraisers.
- Physical Plant does not provide table coverings, please provide your own.
- In the event of a cancellation, contact Physical Plant and the SGA Vice President ASAP
- The Treasurer from the Executive Board must turn in all money collected from fundraisers to the SGA Finance Coordinator within two (2) days of the events completion.
 - Funds can be secured by the Club or Org's Advisor.

Social and service event commitments from the SOP will be processed by the SGA Finance Coordinator, VP, and Advisor.

A brief meeting will be called to discuss funding at that time.

Joint Event Form

The following information should be filled out completely by both Club/Organization. This form must be filled out to receive the proper funding and support from the SGA. ALL Forms MUST be turned in no later than **1 week** before the Club/Organization event. Failure to comply with these instructions will result in future Club/Organization deductions. Please clearly indicate how much each club needs for this event in the designated areas and how each club is held responsible for their specific task.

Date of form submission: _____ Name of Event: _____

Name of Club/Organization #1: _____

Name of Club/Organization #2: _____

President of #1 Name: _____ (STU) E-Mail: _____

President of #2 Name: _____ (STU) E-Mail: _____

President #1 Signature: _____ **President #2 Signature:** _____

Treasurer of #1 Name: _____ (STU) E-Mail: _____

Treasurer of #2 Name: _____ (STU) E-Mail: _____

Treasurer #1 Signature: _____ **Treasurer #2 Signature:** _____

Date of Event: _____ Amount Requesting: _____

Social Event

Educational Event

SGA or Clubs/Org
Collaboration

Reason / Description:

As President and Treasurer of the above listed organization, we hereby affirm that the information submitted above is accurate and truthful to our knowledge, and that the money being requested is strictly towards activities that involve the betterment of the STU campus. Furthermore, they abide by the rules and guidelines for the use of money by Club/Organizations set forth by the Student Government Association, Student Affairs Office, and St. Thomas University.

FOR STUDENT GOVERNMENT USE ONLY

TOP PORTION MUST BE FILLED OUT ONE WEEK PRIOR TO THE EVENT

Amount Allocated: _____ Date: _____

SGA Finance Signature: _____ Date: _____

SGA Advisor's Signature: _____ Date: _____

Special Event Set Up Form Department of Physical Plant

Only Advisors are responsible for reserving room/space via Coursedog Online. This form must be filed at least 7 days prior to date of event.

Date of form submission: _____ Name of Event: _____

Club / Organization Name: _____

Date of Event: _____

Time to Begin: _____ AM/PM Time to End: _____ AM/PM

Facilities Requesting:

Convocation Hall

Gus Machado Plaza

Gus Machado College of Auditorium

Mimi Dooner Breeze Way

Plaza Kelly

Fernandez Family Center Lobby

Person / Department Requesting set up: _____

Department: _____ Telephone Number: _____

Please Specify the Number of:

Rectangular Tables: _____

Round Tables: _____

Chairs: _____

Chairs: _____

Trash Receptacles: _____

Microphones: _____

Blackboards: _____

AV/Media: _____

Podium: _____

If you need Audio/Visual, your Club/Org. advisor should reserve the necessary equipment via Audio & Visual.

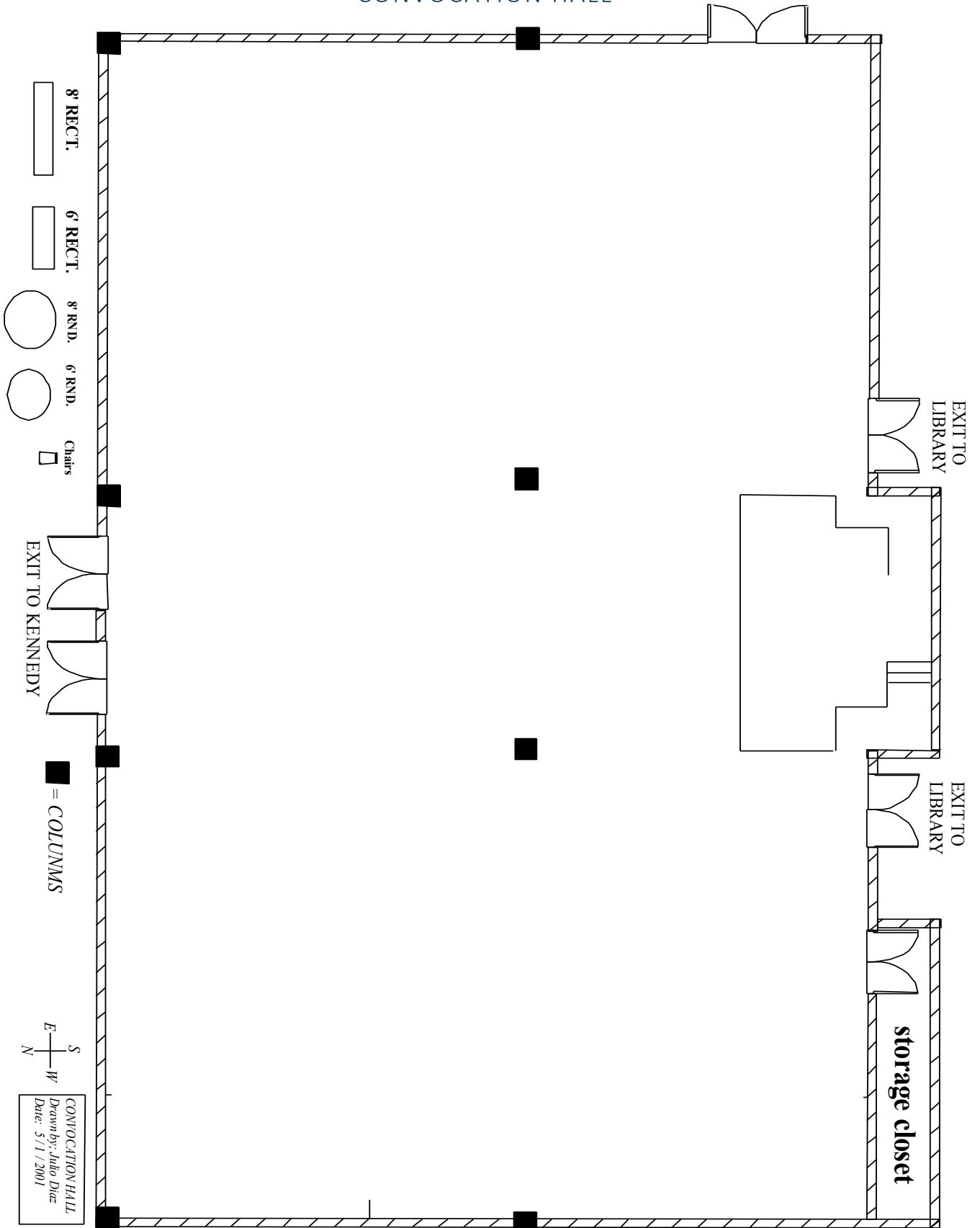
You must also submit the room layout attached if you require set up assistance (tables, chairs)

Special Note: The Office of Physical Plant does not skirt tables, decorate, or dress up tables for any event.

There is no charge for University events, other than those for rental of tables, chairs, platforms, skirting, or labor charges for setz ups requiring weekend setz up or cleanz up. Outside organizations must inquire in advance of filing this form with the Physical Plant office.

IMPORTANT: Should the event be canceled, please notify the Office of Physical Plant as soon as possible. This will enable the Office of Physical Plant the possibility of offering the facility to others and avoid setz ups that are unnecessary. Please note all cancellations are to be done in writing and sent to the Office of Physical Plant either via ez mail or fax. No exceptions.

CONVOCAATION HALL



POSTING POLICY

General Statement

The objective of the policy is to ensure that St. Thomas University maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors.

Policy

Student Affairs must authorize all student organization materials before they may be posted on campus or off campus. Student Affairs is the official registration point for posters, signs, notices, flyers, banners and announcements. Permission is given if the materials comply with established university policies. Postings in violation of the preceding on an open bulletin board will be removed. Closed and isolated bulletin boards supervised by departments should be solicited for their approval and their own posting policies. Publicity requiring approval less than a week in advance shall be approved at the discretion of the Student Government Association. Approved publicity will have an approval stamp provided to them. Flyers must be submitted to SGA two (2) weeks prior to event. **Posting of flyers is not allowed on windows, doors, or glass doors. Violation procedures are listed below.**

Poster Removal:

Materials posted must be removed no later than two (2) days after the conclusion of the event. The sponsoring group or organization is responsible for the removal of posted material. Undated material may remain posted for a maximum of two (2) weeks.

Sponsorship:

Materials to be distributed or posted must list all of the sponsoring organizations.

Identification of Publicity:

All advertisements, announcements and signs must be identified with the name and phone number of the person or organization responsible.

Language:

Publicity written in any language other than Standard American English must contain an English translation.

Alcohol:

Events sponsored by STU that includes the availability of alcohol may NOT be advertised unless approved by AD of Student Life. No off-campus alcohol event may be posted.

Other Promotion Methods (Handbills, Circulars, Flyers and Table Tents):

Distribution of flyers and circulars not in violation of campus regulations is permitted on campus. The campus retains the ability to exercise its right to regulate the time, manner and place of the distribution. Student organizations wishing to distribute any materials must obtain permission from Student Life. Distribution is not allowed in buildings, other than the Student Center. Interference with the normal flow of motor vehicle or pedestrian traffic is not permitted. The disposal of discarded handbills, circulars or flyers is the responsibility of the sponsoring organization. Generally the placement of table tents in the dining hall and food court is allowed with prior approval from the AD of Student Life.

Student Government Elections:

During student government elections, exceptions to this policy may be established by Student Life and in consort with the student government. This information is distributed with the election materials to all candidates.

Mass Mailings:

Registered student organizations may distribute information through resident student mailboxes if the material is approved by the Student Life, and all pieces are folded, addressed, bundled according to residence hall and delivered to the Mail and Copy Center for distribution.

Chalking:

Chalking is not allowed on the pedestrian walks, patios and stone surfaces on campus.

Room Distribution:

Placing material under residents' room doors is prohibited. Special permission may be granted by Residence Life for major campus programs.

Flyer Policy:

Publicity must contain: **who**, is the sponsoring organization of the program; **what**, is title of the program; **where**, is the location of the program; **when**, is the date/time; --and **why**, the program is happening.

Electronic Mail Policy:

Ez mail announcements must be submitted to the SGA Secretary of Communications for approval two weeks prior to the event. Upon approval, the announcement will be forwarded to the AD of Student Life for distribution. It is the responsibility of the club or organization to revise or correct fliers which are not approved.

LED Display Board (Front Gate):

These announcements must be submitted via email to the AD of Student Life for approval at least **two weeks** prior to the event. The AVP of Student Affairs is the appointed person for Student Life and SGA and is the only person with the authority to make the request for the LED Display Board. Please limit your announcement to 4 lines, and submit exactly as you want it to be seen on the LED Display Board. Upon approval, the announcement will be forwarded to the Department of Marketing & Communication for posting. It is the responsibility of the club or organization to revise or correct fliers which are not approved

Letter of Solicitation Policy:

(Letter must be attached) No letters of request for sponsorship may be sent on letterhead or representing St. Thomas University without approval. A list of potential sponsors and letters of request for sponsorship must be submitted to SGA for approval. All Sponsorships must go through the Department of Philanthropy.

Press Releases Policy (Information must be attached):

These are intended for off z campus publicity requests and "Campus Briefs" to Student Life for approval by the AD of Student Life. Please Submit requests for Press Releases **at least one month** in advance. **You may not contact local media sources directly.**

Noncompliance:

Materials are not to be posted in areas other than designated posting areas. If Student Life becomes aware of any violation of this policy, it notifies the sponsor in writing. If a second violation occurs, the sponsor loses all posting privileges for a time period equivalent to one semester and may be assessed a fine. If violations continue to occur after this sanction is assessed and the sponsor is a registered student organization, Student Life has the option to revoke the organization's registration for a time period equivalent to one semester. The loss of registration status results in the loss of scheduling facilities and events and the possible loss of using funds. If a student violates this policy by posting or distributing handbills for an unrecognized organization, the student may be subject to disciplinary procedures.

Reasonable Accommodations:

In addition to reviewing the University Policy on Reasonable Accommodations at University Events, all student organization flyers must include the following accommodations statement:

"To request accommodations please contact [event organizer] at [phone or e-mail]" Only recognized student organizations and University departments are permitted to post flyers/posters in the Residence Halls.

POSTING POLICY VIOLATION PROCEDURES

Failure to comply with Campus Posting Procedures will result in the following sanctions:

- First Offense:** An emailed warning to student organization and/or individual student.
- Second Offense:** Posting privileges denied for the remainder of the month Student Organization and/or student referred to the SGA Vice President.
- Third Offense:** Posting privileges denied for the remainder of the semester. Student Organization and/or student referred to AD of Student Life.

Club / Organization Name: _____

President's Signature: _____

Club Advisor's Signature: _____ Date: _____

Publicity Policy

- Student Life must approve ALL publicity
- Penalties for violating procedures may result in elimination of publicity privileges
- NO Club/Org may contact any local media source directly.
- Event you wish to send out via global email must first contact the Secretary of communication 3 to 5 days beforehand.

All Publications

- Enclose the basics of the event (who, what, when, where and why)
- Prez approval of the events locations
- Submit in JPEG or PDF format to the SGA Secretary two (2) weeks prior to an event
- Only post on community bulletin boards with thumb tacks or staples. Posting of flyers is not allowed on windows or doors; bulletin boards supervised by departments should be solicited for their approval and their own posting policies.
- Remove ALL publicity within 3 days of the completion of an event
- Global Emails must be submitted to the SGA Secretary as a “JPEG” file for approval; upon review, the AD of Student Life will distribution
- Before submitting any publication, please review content thoroughly (grammar, spelling, punctuation, etc.)
- Must state how many copies of publication needed within the email
- Must have approval stamped by SGA before posting.
- Flyer sizes are 6x8 or 8x11

SGA Secretary of Communications Email:

All Letters of Solicitation and Press Releases Must

- Be submitted to the AD of Student Life for approval
- Be submitted one (1) month prior to publication for AD of Student Life approval
 - Facebook
 - Instagram
 - Twitter

Desired Learning Outcomes Examples

Desirable Student Learning and Development Outcomes:	Examples of Achievement
Intellectual growth	Produces personal and educational goal statements; Employs critical thinking in problem solving; Uses complex information from a variety of sources including personal experience and observation to form a decision or opinion; Obtains a degree; Applies previously understood information and concepts to a new situation or setting; Expresses appreciation for literature, the fine arts, mathematics, sciences, and social sciences
Effective communication	Writes and speaks coherently and effectively; Writes and speaks after reflection; Able to influence others through writing, speaking or artistic expression; Effectively articulates abstract ideas; Uses appropriate syntax; Makes presentations or gives performances
Enhanced self-esteem	Shows self-respect and respect for others; Initiates actions toward achievement of goals; Takes reasonable risks; Demonstrates assertive behavior; Functions without need for constant reassurance from others
Realistic self-appraisal	Articulates personal skills and abilities; Makes decisions and acts in congruence with personal values; Acknowledges personal strengths and weaknesses; Articulates rationale for personal behavior; Seeks feedback from others; Learns from past experiences
Clarified values	Articulates personal values; Acts in congruence with personal values; Makes decisions that reflect personal values; Demonstrates willingness to scrutinize personal beliefs and values; Identifies personal, work and lifestyle values and explains how they influence decision-making
Career choices	Articulates career choices based on assessment of interests, values, skills and abilities; Documents knowledge, skills and accomplishments resulting from formal education, work experience, community service and volunteer experiences; Makes the connections between classroom and out-of-classroom learning; Can construct a resume with clear job objectives and evidence of related knowledge, skills and accomplishments; Articulates the characteristics of a preferred work environment; Comprehends the world of work; Takes steps to initiate a job search or seek advanced education
Leadership development	Articulates leadership philosophy or style; Serves in a leadership position in a student organization; Comprehends the dynamics of a group; Exhibits democratic principles as a leader; Exhibits ability to visualize a group purpose and desired outcomes
Healthy behavior	Chooses behaviors and environments that promote health and reduce risk; Articulate the relationship between health and wellness and accomplishing life long goals; Exhibit behaviors that advance a healthy community.
Meaningful interpersonal relationships	Develops and maintains satisfying interpersonal relationships; Establishes mutually rewarding relationships with friends and colleagues; Listens to and considers others' points of view; Treats others with respect
Independence	Exhibits self-reliant behaviors; Functions autonomously; Exhibits ability to function interdependently; Accepts supervision as needed; Manages time effectively
Collaboration	Works cooperatively with others; Seeks the involvement of others; Seeks feedback from others; Contributes to achievement of a group goal; Exhibits effective listening skills
Social responsibility	Understands and participates in relevant governance systems; Understands, abides by, and participates in the development, maintenance, and/or orderly change of community, social, and legal standards or norms; Appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups; Participates in service/volunteer activities
Satisfying and productive lifestyles	Achieves balance between education, work and leisure time; Articulates and meets goals for work, leisure and education; Overcomes obstacles that hamper goal achievement; Functions on the basis of personal identity, ethical, spiritual and moral values; Articulates long-term goals and objectives
Appreciating diversity	Understands ones own identity and culture. Seeks involvement with people different from oneself; Seeks involvement in diverse interests; Articulates the advantages and challenges of a diverse society; Challenges appropriately abusive use of stereotypes by others; Understands the impact of diversity on one's own society
Spiritual awareness	Develops and articulates personal belief system; Understands roles of spirituality in personal and group values and behaviors
Personal and educational goals	Sets, articulates, and pursues individual goals; Articulates personal and educational goals and objectives; Uses personal and educational goals to guide decisions; Understands the effect of one's personal and education goals on others

DLO Review and Assessment

Name of Event: _____

Date: _____ Time: _____

Location: _____

Following each event, as a Club/Org., please review and discuss the previously chosen CAS Desired Learning Outcome (DLOs) options for Student Leadership Development. This form is to assess events and DLOs already submitted by clubs.

Desired Learning Outcome: _____

Objective Description: _____

Tasks: _____

Intended Results: _____

Actual Results: _____

Use of Results: _____

ASSESEMENTS MUST BE SUBMITTED NO LATER THAN TWO (2) WEEKS AFTER EVENT

COMMUNITY SERVICE FORM

Club Name: _____ Date of Service Activity: _____

Name of Service Activity: _____

Location of Service Activity: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

Supervisor's Signature: _____

Service Description: _____

President's Signature: _____ Date _____

SGA Treasurer's Signature: _____ Date: _____

SGA Advisor's Signature: _____ Date: _____

Community Service Hours Form

	Group Member	Hours Completed	Total Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

President's Signature: _____

Date _____

SGA Vice President's Signature: _____

Date: _____