

# STUDENT ORGANIZATION REGISTRATION FORM

## Springfield College

THIS FORM MUST BE COMPLETED ANNUALLY OR WHEN CHANGES IN LEADERSHIP OCCUR.

The form must be typed and returned to the Office of Student Activities and Campus Union no later September 28, 2018. A copy of the student organization's current constitution and by-laws must be included if changes have been made since the last submission of materials.

Please check all boxes that apply and fill in all appropriate information.

Name of Student Organization: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Reason for Registration:  New Organization  Renewal  Officer Change

Organization Type:

- Open – all students, undergraduate and graduate, are permitted to join the organization
- Graduate – only graduate students are permitted to join the organization (this type of organization carries very restrictive funding opportunity from the Student Government Association)
- Limited – students are selected for membership (this type of organization MAY NOT be eligible for funding from the Student Government Association)

Organization Classification:  A – All campus Interest  B – Special Interest

1. How long are officer terms?  Semester  Year
2. When are officer elections held?  Fall  Spring Month: \_\_\_\_\_
3. What month do officers assume their duties? Month: \_\_\_\_\_

Please read the statement below and sign the bottom of the form in agreement.

As officer(s)/advisor(s) of the aforementioned organization, we will familiarize ourselves and the membership of our organization with the policies and procedures established by Springfield College, the Office of Student Activities & Campus Programs, and the Student Government Association. Failure to comply with said policies and procedures may cause our organization to become inactive and lose all rights/privileges associated with being a student organization.

**President:** \_\_\_\_\_  
Campus Box: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Signature: \_\_\_\_\_

**Vice President:** \_\_\_\_\_  
Campus Box: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Signature: \_\_\_\_\_

**Advisor:** \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Campus Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_  
Campus Box: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Signature: \_\_\_\_\_

**Secretary:** \_\_\_\_\_  
Campus Box: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Signature: \_\_\_\_\_

**Advisor:** \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_@springfieldcollege.edu  
Campus Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

