

Student Organization Registration Form

Lakeland College
Office of Student Activities
2007-2008

The following information will be used for publications available to students interested in participating in a recognized student organization. Please Print.

Name of Organization: _____

Organization Contact: _____ **Mailbox #:** _____

Email: _____ **Phone:** _____

Mission/Purpose of Organization (to be used in the Involvement Guide):

Organization Meetings:

Day(s): _____ **Time:** _____

Locations: _____ **Frequency:** _____

Open to Public? Yes No

Officer Information:

Role	Local Address	Phone Number	Email
President			
Vice-President			
Secretary			
Treasurer			
Advisor			

Signed _____ **Date** _____
(President of Organization)

Signed _____ **Date** _____
(Advisor of Organization)

Student Organization Policies and Procedures

Lakeland College
Office of Student Activities
2007-2008

We, _____ (Name of Organization), agree to abide by and uphold the policies and procedures as stated below:

1. This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or disabled Veteran. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.
(As exempted by Federal law, Greek organizations may omit "gender")
2. This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
3. All officers of the organization are currently enrolled students at Lakeland College.
4. The organization will file a new Student Organization Information Form in the Office of Student Activities **EACH** time new officers are elected **AND** during the renewal process each year. Failure to file new officer information does not exempt new officers from familiarity with and responsibility for these policies and procedures.
5. The organization will adhere to their constitutions (or bylaws) placed on file with the Office of Student Activities. Whenever there are changes in the organization's constitution (or bylaws), such changes will be filed with the Office of Student Activities.
6. The organization will maintain a membership of at least three (3) currently enrolled students at Lakeland College in order to retain registered status with the College.
7. The stated purposes of the organization are consistent with the mission and goals of Lakeland College and non-profit.
8. The organization will conduct all organization activities in accordance with federal, state, and local laws, as well as in compliance with the College policies.
9. The organization will help create an inclusive environment at Lakeland College, and conduct activities which do not inhibit members from obtaining their educational goals.

I have read, understand and will adhere to the policies and procedures. I am aware that I am responsible for ensuring that members of my organization are familiar with and adhere to these policies and procedures. I understand that failure to comply with these policies and procedures may result in this organization being subject to disciplinary action and may result in restriction of privileges or loss of recognition granted to the organization by the College.

President of Organization: _____
Printed Signature Date

Advisor to Organization: _____
Printed Signature Date

Student Organization Membership Roster

Lakeland College
Office of Student Activities
2006-2007

In order to start or renew a recognized student organization, you must have at least three currently enrolled students on your membership roster. This roster will be used to confirm student participation, including for the purpose of assigning points towards housing assignments.

Please complete and return with registration or renewal packet. Don't forget to keep a copy for your organization files.

Please Print.

Name of Student Organization: _____

Member List:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

The above listed students are recognized members of said student organization and actively participate in meetings and activities.

Signed _____
(President of Organization)

Date _____

Lakeland College Student Organization Resources

Because student organizations are such an important part of student life and the educational experience, the College strives to support these groups and aid them in their success. In order to do so, we must ensure that the organizations' purposes are consistent with the College regulations and policies, and that structures are in place that will allow the organizations to function successfully. The registration process is a way for OSA and Lakeland College to verify this information and to inform all students of the many opportunities available to them.

Organizations that register with OSA shall be extended the following privileges:

- ✓ The use of College facilities and/or grounds for the purpose of sponsoring meetings and events for members and the campus community.
- ✓ Access to a variety of publicity resources to promote the organization and its activities. These sources include: Campus Center display cases, poster maker, discounted ads in the Mirror, use of bulletin boards, postings on LakeTV (Channel 20), inclusion of organization events on campus calendar, sidewalk chalking, and others.
- ✓ Inclusion in Involvement Expo offered each Fall and Spring semester.
- ✓ Eligible for access to the Student Organization Center and its resources, including computer/printer, scanner and fax machine.
- ✓ Assignment of mailbox in the Student Organization Center.
- ✓ Eligible to post a website on the Lakeland College server.
- ✓ Access to the Office of Student Activities staff to assist with issues related to organization development, and the invitation to participate in any and all optional skill training offered for student organization leaders.
- ✓ Eligibility for individual leadership awards and organization awards, and inclusion in the annual Student Life Recognition Banquet.

Expectations of Recognized Student Organizations

As members of the College community, recognized student organizations are expected to meet certain standards of behavior. The minimum standards are:

- To conduct all organization activities in accordance with federal, state, and local laws, as well as in compliance with the College policies.
- To help create an inclusive environment at Lakeland College, and to conduct organization activities which do not inhibit members from obtaining their educational goals.
- To complete all requirements for College recognition and Annual Renewal.
- To communicate with Organization Advisor on a regular basis.
- To provide the Office of Student Activities with appropriate constitutions, forms, officer names, and advisor signatures.