

# Information Packet

The purpose of this packing is to guide student organizations and clubs seeking recognized status at Penn State New Kensington:

**Welcome!** This packet will guide you through the process of forming a new student organization at the Pennsylvania State University, New Kensington campus. Forming a group can be a challenging, but very rewarding process. To ensure success, the Student Life Office has designed a process that will help your group form a solid foundation so that your organization can succeed and provide valuable experiences for your fellow students.

There are many positive benefits associated with being a recognized group on campus, including use of the Penn State name, ability to reserve space, and take advantage of the services offered through the Student Life Office. There are also several responsibilities associated with being a recognized group, including abiding by Policies & Rules for Student Organizations (complete document available at <http://www.sa.psu.edu/engage>), updating officer information whenever there is a change, and renewing your recognition status at the beginning of every Fall semester.

## **When starting a new student organization there are several questions to consider:**

1. First, is there another group on campus that exists that meets the interests you're looking for in a student organization?
2. Would you be able to recruit a minimum of seven members for the group?
3. Do you have the time to work on all of the requirements and/or are others helping you?

The staff in the Student Life Office is available to help you answer these questions and provide you with assistance in forming your group.

## **There are necessary requirements to become a recognized student organization at Penn State University. They are as follows:**

- Complete "Intent to Organize"
  - Once this form is completed, the group will be issued temporary recognition that will last 60 academic days from the date the form is returned. During this time, the group *must* complete the following to receive recognition status:
- Create a constitution (see sample constitution in this packet)
- Recruit a minimum of seven members (50%+1 of the membership must be registered Penn State New Kensington Students)
- Secure a University faculty or staff advisor
- Complete an Officer Report Form (included in the packet)
  - Once the group returns these materials, they will be reviewed by the Student Government Association and the group will be notified of the decision.

## **A student organization wishing to form can be denied recognition status for the following reasons:**

- The purpose, mission, and/or activities violate federal, state, and/or local laws
- The purpose, mission, and/or activities violate the *Penn State Code of Conduct, University Policies and Rules, Policies and Procedures for Student Organizations*, or other University policies and procedures
- The criteria to establish a group are not completed and sustained as above
- The group duplicates the purpose of an existing recognized group, except in the case of a religious or political organization

Should you have any questions or need any assistance throughout this process, please contact The Student Life Office: 724-334-6063.

# Penn State New Kensington Club / Organization Registration Form

## Part 1

Club/Organization Name: \_\_\_\_\_

### OFFICER INFORMATION

All information must be completed. The information provided should be reflective of student's contact information during the current academic year.

**President** \_\_\_\_\_  
Name Phone #

Address City State ZIP

\_\_\_\_\_  
Email address

**Vice President** \_\_\_\_\_  
Name Phone #

Address City State ZIP

\_\_\_\_\_  
Email address

**Treasurer** \_\_\_\_\_  
Name Phone #

Address City State ZIP

\_\_\_\_\_  
Email address

**Secretary** \_\_\_\_\_  
Name Phone #

Address City State ZIP

\_\_\_\_\_  
Email address

**Other** \_\_\_\_\_  
Name Phone #

Address City State ZIP

\_\_\_\_\_  
Email address

# Part 2

## ADVISOR INFORMATION

Please complete one line for each advisor to your club/organization.

1.	_____	_____	_____	_____
	Name	Extension	Building Location	e-mail address
2.	_____	_____	_____	_____
	Name	Extension	Building Location	e-mail address
3.	_____	_____	_____	_____
	Name	Extension	Building Location	e-mail address

# Part 3

## MEETING TIMES / LOCATIONS

Day of the week: \_\_\_\_\_  
(i.e. – every Tuesday, every other Monday, every Monday and Wednesday, 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month)

Time: \_\_\_\_\_

Location: \_\_\_\_\_

# Part 4

## PURPOSE STATEMENT

Write a brief description of the goals, purposes, and objectives of your club/organization.

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# **Part 5**

## **CATEGORY OF ORGANIZATION**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Academic          | <input type="checkbox"/> Ethnic           | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Environmental     | <input type="checkbox"/> Political        | <input type="checkbox"/> Health Awareness  |
| <input type="checkbox"/> Honorary          | <input type="checkbox"/> Social           | <input type="checkbox"/> Recreational      |
| <input type="checkbox"/> Religious         | <input type="checkbox"/> Athletic         |  |
| <input type="checkbox"/> Arts & Literature | <input type="checkbox"/> Pre-Professional |  |

# **Part 6**

## **WEB PAGES**

Clubs and Organizations may be able to have their web site linked to the Student Life home page if the content of their web site meets the standards set forth by the Penn State University, and those established by the Student Life Office.

- Yes, the \_\_\_\_\_ would like to have their web site linked to the Student Life home page. We agree to keep the site up-to-date (updated at least every 6 months) and will only present accurate information. Our site will be tasteful and free from libel. Also, our web page will only display pictures of Penn State students exhibiting acceptable behavior; there will be no pictures or references to alcoholic beverages, or any illegal substances. Our website address is: \_\_\_\_\_
  
- No, the \_\_\_\_\_ would not like their web site linked to the Student Life home page, but we do have a web page at the following web address: \_\_\_\_\_.
  
- No, we do not have a web page for our organization.

# **Part 7**

## **NUMBER OF MEMBERS/ROSTER**

Please report the number of members in your club/organization for the current academic year. If unsure please provide an approximate number.

Number: \_\_\_\_\_

# CLUB/ORGANIZATION ROSTER

Please list the names of all members of your club/organization for the academic year.

1. \_\_\_\_\_

24. \_\_\_\_\_

2. \_\_\_\_\_

25. \_\_\_\_\_

3. \_\_\_\_\_

26. \_\_\_\_\_

4. \_\_\_\_\_

27. \_\_\_\_\_

5. \_\_\_\_\_

28. \_\_\_\_\_

6. \_\_\_\_\_

29. \_\_\_\_\_

7. \_\_\_\_\_

30. \_\_\_\_\_

8. \_\_\_\_\_

31. \_\_\_\_\_

9. \_\_\_\_\_

32. \_\_\_\_\_

10. \_\_\_\_\_

33. \_\_\_\_\_

11. \_\_\_\_\_

34. \_\_\_\_\_

12. \_\_\_\_\_

35. \_\_\_\_\_

13. \_\_\_\_\_

36. \_\_\_\_\_

14. \_\_\_\_\_

37. \_\_\_\_\_

15. \_\_\_\_\_

38. \_\_\_\_\_

16. \_\_\_\_\_

39. \_\_\_\_\_

17. \_\_\_\_\_

40. \_\_\_\_\_

18. \_\_\_\_\_

41. \_\_\_\_\_

19. \_\_\_\_\_

42. \_\_\_\_\_

20. \_\_\_\_\_

43. \_\_\_\_\_

21. \_\_\_\_\_

44. \_\_\_\_\_

22. \_\_\_\_\_

45. \_\_\_\_\_

23. \_\_\_\_\_

46. \_\_\_\_\_

# Part 8

## CONTRACT

Club Presidents and all Advisors must sign below to ensure that clubs/organizations are aware of and will abide by the standards set forth by the Penn State Policies and Rules for Student Organizations (available at [www.sa.psu.edu/usa/studentactivities/pdf/PoliciesRules0405.pdf](http://www.sa.psu.edu/usa/studentactivities/pdf/PoliciesRules0405.pdf)).

***In addition to all information presented in the Policies for Rules and Student Organizations, the following policies pertaining to Penn State New Kensington shall also apply:***

### Room Reservations

Room reservations by student clubs/organizations are done through the Student Life Office. Upon completing the room reservation form (available in the Club Suite or the Business Office), the can be turned into the Student Life Office for approval.

For all student clubs/organizations the Club Suite will be the primary room for meetings. If the Club Suite is available, organizations will automatically be placed in that room, unless otherwise determined by the Student Life Office.

### Contact Information

Contact information for all officers of the organization shall be updated at the beginning of the fall and spring semesters of each academic year; or, if there is a change in officers. Additionally, a roster for the organization should also be submitted as part of this packet.

This packet shall serve as the required update when completed and submitted it to the Student Life Office.

We certify that we have read all of these policies and that the information provided is accurate

_____ President's Signature	_____ Date
_____ Advisor's Signature (1)	_____ Date
_____ Advisor's Signature (2)	_____ Date
_____ Advisor's Signature (3)	_____ Date



**This packet must be COMPLETELY filled in and returned.  
Only when all paper work is completed will your  
club/organization be registered.**

