## Penn State New Kensington
### 2007-2008 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 2007-2008 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, 1st and 3rd Wednesday of the month)

Time: ____________

Location: ____________________________________

Part 4

PURPOSE STATEMENT

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

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Part 5

CATEGORY OF ORGANIZATION

☐ Academic
☐ Environmental
☐ Honorary
☐ Religious
☐ Arts & Literature
☐ Ethnic
☐ Political
☐ Social
☐ Athletic
☐ Pre-Professional
☐ Community Service
☐ Health Awareness
☐ Recreational

Part 6

WEB PAGES

Clubs and Organizations may be able to have their web site linked to the Student Life home page if the contents 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 2007-2008 academic year. If unsure please provide an approximate number.

Number: __________
Please list the names of all members of your club/organization for the 2007-2008 academic year.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>24.</td>
</tr>
<tr>
<td>2.</td>
<td>25.</td>
</tr>
<tr>
<td>4.</td>
<td>27.</td>
</tr>
<tr>
<td>5.</td>
<td>28.</td>
</tr>
<tr>
<td>6.</td>
<td>29.</td>
</tr>
<tr>
<td>7.</td>
<td>30.</td>
</tr>
<tr>
<td>8.</td>
<td>31.</td>
</tr>
<tr>
<td>9.</td>
<td>32.</td>
</tr>
<tr>
<td>10.</td>
<td>33.</td>
</tr>
<tr>
<td>11.</td>
<td>34.</td>
</tr>
<tr>
<td>12.</td>
<td>35.</td>
</tr>
<tr>
<td>13.</td>
<td>36.</td>
</tr>
<tr>
<td>14.</td>
<td>37.</td>
</tr>
<tr>
<td>15.</td>
<td>38.</td>
</tr>
<tr>
<td>16.</td>
<td>39.</td>
</tr>
<tr>
<td>17.</td>
<td>40.</td>
</tr>
<tr>
<td>18.</td>
<td>41.</td>
</tr>
<tr>
<td>19.</td>
<td>42.</td>
</tr>
<tr>
<td>20.</td>
<td>43.</td>
</tr>
<tr>
<td>21.</td>
<td>44.</td>
</tr>
<tr>
<td>22.</td>
<td>45.</td>
</tr>
<tr>
<td>23.</td>
<td>46.</td>
</tr>
</tbody>
</table>
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).

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.