

Student Organization Registration Form

Not Required for Kettering Student Government Organizations

PLEASE READ INSTRUCTIONS BEFORE COMPLETING APPLICATION

STEP 1

Organization Name:

STEP 2

If your organization was registered under a different name, please write your organizations prior name here:

STEP 3

ORGANIZATION REGISTRATION STATUS

(Please Circle): New Student Organization Renewal Officer Change

STEP 4

OFF CAMPUS ORGANIZATION MAILING ADDRESS

House/Room #:

Apartment #:

Street Name:

City:

State:

Zip:

ON CAMPUS ORGANIZATION MAILING ADDRESS

Room #:

Telephone #:

STEP 5

Organization Web Page Address: <http://>

Organization E-mail Address:

STEP 6

ORGANIZATION PURPOSE STATEMENT (If new organization)
Limit to 30 words or less. Represents your organization in the Student Handbook.

STEP 7

OFFICERS/MEMBERS
What is the total number of KU students in your organization?
Please list the following information for officers

Name:	Title:	
SID #:	KU E-mail Address:	@kettering.edu
House/Room #:	Apartment#:	Telephone #:
Street Name:		
City:	State:	Zip:

Name:	Title:	
SID #:	KU E-mail Address:	@kettering.edu
House/Room #:	Apartment#:	Telephone #:
Street Name:		
City:	State:	Zip:

Name:	Title:	
SID #:	KU E-mail Address:	@kettering.edu
House/Room #:	Apartment#:	Telephone #:
Street Name:		
City:	State:	Zip:

Copy and attach more if necessary

STEP 8

PRESIDENT/CHAIRPERSON/ADVISOR AGREEMENT

I have read, understand and agree to adhere to University rules and regulations, including the student organization policies, and Kettering's Anti-Discrimination Policy, as stated in the Kettering University Handbook. I also agree to uphold the stipulation that only Kettering University students can vote and hold office in a registered student organization.

Signature:	Date:
------------	-------

I agree to be the advisor of _____ organization. I am familiar with the University regulations contained in the Student Handbook. I realize that the duties of an advisor should include maintaining regular contact with the officers; upholding Kettering University's mission, policies, and regulations; being familiar with the activities of the organization; and providing assistance in the administration of the financial affairs of the organization.

Name:	Title:
University Department:	KU E-mail address: _____@kettering.edu
Telephone#:	
Signature:	Date:

ADVISOR GUIDELINES

Student involvement in campus organizations allows the student the opportunity to develop organizational and leadership skills. Student can complement their educational objectives through important out-of-class activities that allow them the chance to exercise basic freedoms, and learn about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be a valuable resource to the organization in terms of help with procedural matters, University regulations and policies, and financial concerns. Attaining advisors who are committed to student learning through out-of-class activities is crucial.

Obtaining advisors who understand these responsibilities before they make a commitment to a student group is important. Thus, all advisors are asked to read the information below and sign their name acknowledging their responsibilities as an advisor before making a commitment to a student group. The responsibilities include:

- Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
- See that continuity of the organization is preserved through a constitution, minutes, files, and tradition.
- Encourage use of parliamentary procedures and that meetings are run in an orderly, efficient manner.
- Encourage students to understand and apply democratic principles, including recognition of minority opinions
- Attend as many organization meetings and events as possible. Advisors must be present throughout the duration of all major activity and travel.
- Articulate campus policies and procedures and help cut through the red tape when necessary.
- Act as a sounding board, especially for officers, and be supportive to all members.
- Maintain the ability to deal with the same issues each year, and remain fresh.
- Be a facilitator both among officers and between officers and members.
- Be familiar with national structure and services, if relevant.

- Be a resource for the students especially in regard to understanding University policies, regulation and services.
- Consult on programs.
- Consult with individual students, when necessary.
- Be generally available to assist the organization.
- Consult with other University departments when problems arise with the student organization.