

Student Organization Application

The King's College

Complete this application if you plan to **create** a student organization.
The entire packet must be completed prior to submission (see below). Please Print.

The following documentation **MUST** accompany application (check all boxes before submitting application):

Constitution **Advisor Agreement** **Hazing Statement**

ORGANIZATION NAME: _____

The contact person is the recipient of all official communication from Student Development and is responsible for interacting with key personnel in a regular and prompt manner (i.e. e-mail, phone messages, etc.).

Contact Person: _____

Cell Phone: _____ **Email:** _____

Purpose of Organization: _____

Reason for chartering organization: _____

How will TKC Benefit from this organization? _____

How will this organization reach out to the greater New York City community? _____

FACULTY/STAFF ADVISOR

Every student organization is required to have an Advisor. The Advisor can play an important role in helping you to develop your initiative and harness the resources available to you. Select an Advisor that shares your vision and will help you achieve your goals. Please see the Student Organization Handbook for more information.

Have you secured a Faculty/Staff Advisor?

Yes **No**

Advisor: _____

Cell Phone: _____ **E-mail:** _____

ORGANIZATIONAL OFFICERS

Each organization must have at least four full-time officers that are not on academic/disciplinary probation.

President: _____

Cell Phone: _____ E-mail: _____

Vice President: _____

Cell Phone: _____ E-mail: _____

Treasurer: _____

Cell Phone: _____ E-mail: _____

STUDENT INTEREST LIST

Please collect the signatures of at least ten students that will commit to involvement. By signing, each student commits to invest time and energy to make this endeavor successful.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

BUDGET

Please signify whether any funding will be requested from student government. If funding is requested, an itemized budget must accompany this form.

No **Yes, an itemized semester budget is attached**

CONFIDENTIALITY AGREEMENT

I certify on behalf of the students listed above that we agree to keep all organizational records current and abide by all policies in the Student Organization Handbook. Our organization will abide by all federal, state, and local laws and be personally accountable for all debts and obligations incurred.

President: _____
Name

Signature

Date

Student Organization Staff and Faculty Advisor Annual Agreement The King's College

When securing an advisor for an organization, the group must submit a copy of this form signed by the faculty or staff member who will be the group's advisor. Advisors must re-confirm their advisory capacity annually during student organization re-registration at the start of each fall semester.

RESPONSIBILITIES

Student Organization Advisors perform two important roles. First, the advisor helps an organization fulfill its mission and achieve its objectives for the year. Through coaching student leaders, the advisor can help a student organization clarify its vision, set goals for the semester, and accomplish those goals. The advisor will have an excellent opportunity to help students develop their effectiveness in leadership and management.

Second, the advisor can help to prevent problematic or undesirable situations that may arise by bringing these to the attention of the Dean of Students. These situations typically fall into one of several areas:

Financial: While advisors have no legal responsibility for debt incurred by a student organization, advisors are often the first to become aware of financial problems. Debt incurred should always be a concern and should be brought to the attention of the Dean of Students.

Ineffective: Student organizations that don't meet regularly or do anything may need to be refocused or reorganized. Advisors can help intervene in these situations.

The role the advisor plays within a group will vary depending upon the nature and history of the organization. Student publications may require more time and review work than a newly forming organization. Organizations that have large financial undertakings and high visibility may take more time than groups that only meet periodically for discussion purposes. The advisor's role is to serve as an advisor. When a special crisis arises in the life of an organization, the advisor should consult with the Dean of Students to determine the best course of action.

Advisors should familiarize themselves with the guidelines for student organizations as written in the Student Organizations Handbook which is published on the Student Website.

Advisor:

Name

Signature

Date

Presidential Hazing Statement TKC Student Organizations

Student organization presidents and house presidents are required to sign an annual agreement stating that they are aware of the laws concerning hazing and that they will review the following hazing policy with their members. No student organization or house shall allow any action or situation which recklessly or intentionally endangers the mental or physical health of a student or that involves the forced consumption of liquor or drugs for the purpose of initiation into affiliation with any organization or house.

Any student found in violation of this policy will be subject to disciplinary action which may include suspension from the college. Any staff or faculty member violating this policy will be subject to disciplinary action as outlined in the staff and/or faculty handbook. The above mentioned penalties for students, staff, and faculty will be in addition to any penalties under law or any other such law to which an individual may be subject.

Student organizations or houses that are found to have authorized any type of activities described above will have their rights to exist as a college approved organization or house revoked. Students having knowledge of a hazing incident are honor bound to report the infraction to college authorities. Students having knowledge of a hazing incident that do not report it may be subject to college disciplinary action.

This policy will be considered a part of the by-laws of each house and student organization. The President of each organization or house is required to review this policy with the membership annually.

I have read the above policy. I will abide by the policy. I will review the above outlined TKC Hazing Policy with the organization or House that I lead before the end of the semester.

Name of Organization: _____

President: _____
Name

Signature

Date