



# New Student Organization Registration Form

**The purpose of this form is to register a new student organization with Clark State.**

Name of Student Organization: \_\_\_\_\_

Organizational Classification (select one classification that describes the purpose for your organization best):

- |  |  |
|--|--|
| <input type="checkbox"/> Academic or Professional Associations         | <input type="checkbox"/> Political                         |
| <input type="checkbox"/> Club Sports and Recreation                    | <input type="checkbox"/> Religious or Spiritual            |
| <input type="checkbox"/> Ethnic, Cultural, International and Diversity | <input type="checkbox"/> Service or Volunteer Organization |
| <input type="checkbox"/> Student Media and Publications                | <input type="checkbox"/> Social or Special Interest        |
| <input type="checkbox"/> Honor Societies or Honorary Organizations     | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Performing Arts                               |  |

## **ORGANIZATIONAL INFORMATION**

***Attach additional sheets if necessary.***

Which student population will be primarily served by the organization?

What is the mission or purpose statement of the student organization? This description will be used by the college in all publications and on the Clark State website when describing the organization.

What are the overall goals and objectives of the organization? How will the students of the organization and student body benefit from the activities of this organization?

**If you are a charter or affiliated with a national organization, please attach the organization's constitution. Constitutions are not required for all student organizations, but are strongly recommended.**



## ORGANIZATION SIGNATURES

At a minimum, student organizations must include two (2) of the following signatures and three (3) executive officer signatures.

Student President: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Officer/Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty/Staff Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty/Staff Co-Advisor (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMIT COMPLETED FORM TO THE STUDENT LIFE OFFICE

You can submit your completed form via email to Nazarae Butler or drop off the completed application to ASC, Room 134. The organization advisor will be notified of the registration status within two (2) weeks. You may contact the [Student Life Office](#) for assistance with any organizational needs. We are here to help you and your organization!

### QUESTIONS? We're here to help!

Nazarae Butler, Director, Athletics and Student Engagement  
butlern@clarkstate.edu • 937-328-7819

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Approved on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval, pending: Required documentation submitted on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Denial of Recognition (reason):

Declined on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Denial of Recognition (reason):

Organization currently exists with same mission or purpose

Student officers or members are not Clark State students

Student officers or members listed are not currently enrolled at Clark State

Other: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_