



Student Organization Recognition Application

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

It is the policy of Spring Hill College that all student organizations be recognized and registered through the Center for Student Involvement. College recognition of student organizations is a privilege, not a right. Student organizations wishing to be considered must submit a completed Student Organization Recognition Application for approval to the Center for Student Involvement. Guidelines and policies for student organization recognition may be found in the Student Organization Handbook.

Organization Information

Name of Organization: _____

Will this organization be associated with an off campus entity? yes no
(ex. religious, service, political, national, regional or local organization)

Name: _____

Address: _____ Phone: _____

Please provide a brief description of the organization & its purpose:

Membership Information

What are the specific qualifications for membership?: *(as defined in the student organization constitution)*

Will Non-SHC personnel participate in the activities of this organization?: yes no

If so, in what manner?: Advisor Member Other: _____

Will the organization have membership dues?: yes no

If yes, how much?: \$ _____

Charter Membership Information

Charter Membership: Each organization requesting recognition from Spring Hill College, must have a minimum of five (5) who intend to become active members of the student organization and will serve as the organization's charter membership. To be eligible for charter membership, individuals must be full-time students in good standing with the college and have a minimum GPA of 2.2.

Name: _____
Email: _____

Student ID#: _____
Phone: _____

Name: _____
Email: _____

Student ID#: _____
Phone: _____

Name: _____
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Student ID#: _____
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Name: _____
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Student ID#: _____
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Name: _____
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Student ID#: _____
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Name: _____
Email: _____

Student ID#: _____
Phone: _____

Representative Information

Organization Representative : _____

Campus Address: _____
(Ex. 231 Student Center)

Campus Email: _____

Advisor Information

Student Organization Advisor Requirements: All registered student organizations are required to have an advisor who is a full-time faculty staff member of Spring Hill College. Advisors must submit an Advisor Agreement form each academic year.

Organization Advisor: _____ Campus Phone: _____

College Department: _____

Campus Address: _____
(Ex. 231 Student Center)

Campus Email: _____

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Attachments: This form should be submitted with the documents listed below (in electronic form). If supporting documents are not submitted, the request will not be considered.

- A written proposal to include:
 - A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Jesuit beliefs
 - A statement demonstrating how the organization would benefit Spring Hill College and how its purpose and goals contribute to the overall educational mission of the institution.
 - A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural and/or spiritual development of its membership and the College community.
- A draft constitution and bylaws; If applicable, a copy of the constitution & bylaws of national and/or local affiliates.
- A list of at least five (5) currently enrolled Spring Hill College student members to include their student identification numbers and signatures
- A completed *Advisor Agreement Form* designating a Spring Hill College faculty/staff member as the student organization advisor.
- If applicable, an approved *Club Sport Agreement Form*.

Certification: The signature below certifies that all information on this form is accurate and this organization will act in accordance with all applicable laws and College policies.

Signature: This form must be signed and submitted by the representative of the student organization as listed above.

Representative's Signature: _____