

Office of Student Life and Development
Suite 130, Student Union Building
484.365.7702 (O) 484.365.7919 (F)
New Organization Packet 2015-2016

All student organizations must complete and submit required documents on or before **April 20, 2015 at 3pm**. All registration packets must be **typed** and completed accurately and thoroughly. Applications that are not typed will be rendered incomplete. All registration packets must be received on or before the aforementioned date. Packets received after this date and time may not be considered. **Only pages 3 and forward should be submitted.**

Each Executive Board member must complete a minimum of five community service hours. A letter detailing the service hours of each EB member must be submitted with this packet, from the office/department/organization where the service was completed. This letter must include the dates and times of services as well as what the individual did. No letters from students will be accepted. No representatives from the Office of Student & Development may provide letters.

NEW STUDENT ORGANIZATIONS

(no organization should have "The Lincoln University" in its name)

The following information must be submitted:

- ❖ Completed Registration Application
- ❖ List of Officers
- ❖ Roster of Charter Members
- ❖ Signed Hazing Policy and Statement of Acknowledgement
- ❖ Organizational Constitution (Greek/Social Fellowships submit Bi-Laws only)

Organization Categories

- a) **Academic & Professional**
Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area.
- b) **Advocacy**
Nationally affiliated organizations that work towards increasing knowledge of social, cultural, political and/or economic issues.
- c) **Arts & Recreation**
Organizations that encourage participation in and promotion and support of the visual and performing arts, team sports, physical fitness, health and wellness, leisure and special interest activities.
- d) **Class Council**
Organization whose purpose is to act as a liaison between the class and the Student Government Association.
- e) **Cultural & International**
Organization whose membership is comprised mostly of international students whose purpose is to provide social activities, cultural awareness and/or other activities that support and enhance the international student experience
- f) **Greek Letter & Social Fellowships**
Nationally recognized academic and service oriented groups that promote the ideals of friendship, community service, and the development of character
- g) **Honorary**

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Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors

h) Programming & Special Interest

Organizations whose purposes are to enhance campus life and to provide support to students through a wide variety of programs and events

i) Religious

Organizations whose purpose is faith-based instruction and fellowship. They provide spiritual and religious development and support.

Important Information

- Event forms may be submitted on the first business day after the Organizational Leadership Conference (unless otherwise noted), by organizations who received clearance at the conference.
- Each event, program, flyer, etc. requires an Event Form to be submitted to the Office of Student Life and Development (form can be completed and printed from the Student Life and Development or Physical Plant website).
- Event Forms must be submitted two weeks in advance of the event; forms not submitted in the allotted two weeks are subject to denial.
- A copy of each flyer distributed must be submitted to the Office of Student Life and Development for approval. All advertisements must have an official approval stamp from the Office of Student Life and Development.
- All events must have an Advisor present or they will be subject to cancellation.
- Cancellations of events must be made no less than seven days in advance of the event. In the case where the University has incurred any cost due to the failure to notify the Office of Student Life and Development of a cancellation, the cost will be charged to the organization.
- Upon changing advisors or officers, a new form must be completed for the organization's packet. Non-documented advisors or officers will not be recognized.
- Event Forms for events/programs/flyers etc. may only be submitted during the academic year in which the event occurs. Event Forms for the fall may be submitted in the fall. Notification will be provided of when Event Forms for the spring may be submitted.

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- If a DJ is attained for an event, a copy of the contract must be submitted to the Office of Student Life and Development. An off campus DJ is only allowed two (2) guests, as per Public Safety and Security regulations.
- All flyers should be removed the first day after the event has taken place.

New Organization Application

Organization Name (spell out acronyms): _____

Type of Organization:

- | | | | |
|---|------------------------------------|--|--|
| <input type="checkbox"/> Academic/Professional | <input type="checkbox"/> Advocacy | <input type="checkbox"/> Arts/Recreation | <input type="checkbox"/> Class Council |
| <input type="checkbox"/> Cultural/International | <input type="checkbox"/> Honorary | <input type="checkbox"/> Greek/Social Fellowship | |
| <input type="checkbox"/> Programming/Special Interest | <input type="checkbox"/> Religious | <input type="checkbox"/> Other: _____ | |

Statement of Organization's Purpose:

Number of Current Members: _____

Will dues be collected? ☐ Yes ☐ No. If yes, how often? _____

How will funds be distributed if/when the organization dissolves? _____

Goals and objectives of organization: _____

I have read and understand the student organization requirements and I agree to abide by all policies and procedures as set forth by the Office of Student Life & Development. I further understand that failure to abide by the established rules and regulations will result in the organization being placed on probation, suspension, or revocation of charter.

(Print & Sign Name) President

Date



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(Print & Sign Name) Primary Advisor

Date

Advisor Form

Organization Name: _____

Advisor's Role & Responsibilities

The advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The advisor serves as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs within the University setting. In addition, the advisors must attend major events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in the Student Handbook, as they will be held accountable for the student organization. The primary and assistant advisor must be a full-time employee or faculty member of the university. Advisors are subject to approval by the Office of Student Life & Development and/or the Dean of Students.

I understand that I have the responsibility to assist the University in assuring that the above named organization complies with all the necessary rules and regulations governing student organizations outlined in the Student Handbook. I am expected to attend all major activities and/or events sponsored by the organization and all required workshops sponsored by the Office of Student Life & Development. I understand that any event forms that I sign obligate me to attend the event/s from beginning to end. I have participated or will participate in the Advisor's training sponsored by the Office of Student Life & Development before assuming the role of Advisor. I take responsibility for the policies and regulations provided for me during Advisors' Training or in the Advisors' Training Test.

President: _____ Email: _____ Phone: _____

Signature: _____ Date: _____

Primary Advisor: _____ Phone: _____

Email: _____ Office Address: _____



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Signature: _____ Date: _____

Secondary Advisor: _____ Phone: _____

Email: _____ Office Address: _____

Signature: _____ Date: _____

Officers' List

Please be advised that ALL Executive Board members of each organization must maintain a cumulative GPA of 2.5 or higher. Any member below this average will be removed from the board. GPAs will be verified.

Organization Name: _____

President: Email: _____

Student ID: _____ Classification: _____ Phone: _____

Signature: _____ Date: _____

Vice President: Email: _____

Student ID: _____ Classification: _____ Phone: _____

Signature: _____ Date: _____

Secretary: Email: _____

Student ID: _____ Classification: _____ Phone: _____

Signature: _____ Date: _____

Treasurer: Email: _____

Student ID: _____ Classification: _____ Phone: _____

Signature: _____ Date: _____

Senator: Email: _____

Student ID: _____ Classification: _____ Phone: _____

Signature: _____ Date: _____

Alternate Senator: Email: _____



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Student ID: Classification: Phone:
Signature: _____ Date: _____

Historian: Email:

Student ID: Classification: Phone:
Signature: _____ Date: _____

Parliamentarian: Email:

Student ID: Classification: Phone:
Signature: _____ Date: _____

King and Queen

King: _____ Email: _____

Student ID: _____ Classification: _____ Phone: _____

Queen: _____ Email: _____

Student ID: _____ Classification: _____ Phone: _____

Responsibilities of King and Queen to the Office of Student Life & Development

The king and queen must:

- Participate in the Coronation of Mr. & Miss Lincoln University and present the organizational gift/s.
- Attend all practices for the Homecoming Coronation as required.
- Have proper attire (such as a gown, tuxedo or suit) to wear for the Homecoming Coronation.
- Assist with Mr. and Miss Lincoln University's programs as requested.

Charter Members

Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

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Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

Name: _____ Student ID: _____ Classification: _____

POLICY AND STATEMENT OF ACKNOWLEDGEMENT

Organization: [REDACTED]

I, an officer of the above-mentioned organization, acknowledge that I have read and understand the policy on "Hazing" as identified in the Guide to Student Activities. I also acknowledge that **Lincoln University strictly prohibits hazing** and recognizes that the **Commonwealth of Pennsylvania forbids hazing** activities as outlined in the 24 Pardon's Pennsylvania Consolidated Statutes 5352. Violation of any of the provisions set forth in 5352 constitutes a criminal act and may subject individual, or organization to criminal fines or penalties.

Pennsylvania Hazing Law

[P.S.] § 5352. Definitions

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"HAZING." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

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"INSTITUTION OF HIGHER EDUCATION" or "INSTITUTION." Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

[P.S.] § 5353. **Hazing** prohibited

Any person who causes or participates in **hazing** commits a misdemeanor of the third degree.

[P.S.] § 5354. Enforcement by institution

(A) ANTIHAZING POLICY.-- Each institution shall adopt a written anti-**hazing** policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as **hazing**.

(B) ENFORCEMENT AND PENALTIES.--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.

(3) In the case of an organization which authorizes **hazing** in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section 3 or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.

(5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute **hazing**.

I have read the Pennsylvania **Hazing** Law above. I further understand that in accordance with the above policy of Lincoln University and the Commonwealth of Pennsylvania law, all organizations and their members are forbidden from arranging and/or participating in any **hazing** activities whether on or off campus. **Hazing** is considered a major violation of University policies, rules and regulations and will not be tolerated under any circumstances.

President: _____
Print Signature Date

Vice President: _____
Print Signature Date

Secretary: _____
Print Signature Date

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Treasurer: _____	_____	_____
Print	Signature	Date
Senator: _____	_____	_____
Print	Signature	Date
Alternate Senator: _____	_____	_____
Print	Signature	Date
Parliamentarian: _____	_____	_____
Print	Signature	Date
Historian: _____	_____	_____
Print	Signature	Date
King: _____	_____	_____
Print	Signature	Date
Queen: _____	_____	_____
Print	Signature	Date