



All student organizations must complete and submit required documents on or before **April 18, 2016 at 3pm**. All organization applications must be **typed** and completed accurately and thoroughly. Applications that are not typed will be rendered incomplete. All organization applications must be received on or before the aforementioned date. Late applications will not be considered.

Only pages 4 and forward should be submitted. Do not submit pages 1-3.

Please note that this is an **application** to be considered as an organization for 2016-2017. **Incomplete applications will not be considered.**

RETURNING STUDENT ORGANIZATIONS

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

The following information must be submitted:

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

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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**
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 requests in Astra may be completed on the first business day after the Organizational Leadership Conference (unless otherwise noted).
- Each event, program, flyer, etc. requires a request to be submitted in Astra. Only the President and Secretary will have access to submit events in Astra.
- Event requests in Astra must be completed two weeks in advance of the event. The Advisor Approval Form must be submitted to the office within 48 hours of completing Astra request.
- 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. You may receive 25 copies per event, not per flyer.
- All events must have an Advisor present or they will be subject to cancellation.
- 3 • 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.
- Requests for events/programs/flyers etc. may only be submitted in Astra during the semester in which the event occurs. Requests for the fall may be submitted in the fall. Notification will be provided of when requests for the spring may be submitted.
- 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.



Returning 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? _____

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

Goals and objectives of organization: _____

How will the students of Lincoln University benefit from your organization? _____

What separates your organization from others that may appear similar? _____

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

(Print & Sign Name) Primary Advisor

Date

Campus 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 Advisor Approval Forms that I sign obligate me to attend the event/s from beginning to end. I agree to the following responsibilities:

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- Assisting the organization in the establishment of chapter goals and objectives and in setting priorities.
- Assisting the organization in the evaluation of the overall program in an effort to ensure that the organization is serving the purpose for which it was chartered.
- Serving as a resource person, and as the liaison between the University administration and the student organization.
- Assisting the organization with the resolution of problems in its operation.
- Offering suggestions which may improve the campus image and/or the function of the organization when necessary.
- Ensuring that the organization follows all rules and regulations established by the Office of Student Life and Development.
- Assisting with the implementation and supervision of any campus facility used by the organization (this includes making arrangements for janitorial equipment for cleaning up the facility and returning borrowed equipment/furniture to the appropriate location).
- Continuously monitoring party/crowd activities during an event.
- Attending all events sponsored by the organization and remaining in attendance for the event's entire duration. If the advisor signs the event form, they are required to attend the event for its duration. If the advisor is unable to attend the event, he/she must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Student Life and Development IMMEDIATELY; or the event will be subject to cancellation.
- Encouraging organizations to reserve facilities and complete reservation forms at least two weeks prior to the scheduled event. Failure to do this may prevent an organization from being able to utilize campus facilities.
- For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced. Each Greek and Social fellowship organization must have two campus advisors in addition to their graduate advisor. Campus Advisors do not have to be members of the organizations. In addition, the advisor must be present to represent the organization when an investigation of the organization takes place, if requested.



- Working closely with the members of the organization, the Office of Student Life and Development and representatives of the regional and national offices of the respective organization (Greek organizations and Social Fellowships)
- Ensuring that a Tax Identification Number is requested from the IRS before the organization attempts to open a bank account (for non-University funded organizations).
- Ensuring that all organizational monies are deposited in the bank. No student is allowed to hold money in his or her possession at any time.
- Ensuring that the function ends at the time designated on the form.
- Reporting any altercations (minor/major) to the Office of Student Life and Development and the Department of Public Safety.
- Ensuring that the facility is cleaned up after the function ends.
- Ensuring that the DJ Profanity Clause is signed prior to event.

The Advisor’s Responsibility for Organization Programs Off-Campus:

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- Monitoring behavior en route to and while in attendance at all trips.
- Reporting any misconduct to the Dean of Students IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing field trip area to be sure all students are accounted for.
- Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.
- Making sure the information booth at field trip area has the name of the chaperone (trip sponsor or designer) in case of emergency during visit.
- In preparation for off-campus trips ensuring that student organizations must adhere to the following prior to travel:
 - Provide a list of attendees to the Office of Student Life and Development
 - If necessary, advertise the trip.
 - Approval is needed beforehand from Office of Student Life.
 - Provide Office of Student Life and Development with copies all documents submitted.
 - Be responsible for advising on travel costs and arrangements.

Organization Name: _____

Primary Campus Advisor: _____ **Phone:** _____

Email: _____ **Office Address:** _____

Signature: _____ **Date:** _____

Secondary Campus Advisor: _____ **Phone:** _____

Email: _____ **Office Address:** _____

Signature: _____ **Date:** _____



Officers' List

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:

Student ID: Classification: Phone:

Signature: _____ Date: _____

Historian: Email:

Student ID: Classification: Phone:

Signature: _____ Date: _____

Parliamentarian: Email:

Student ID: Classification: Phone:

Signature: _____ Date: _____

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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 Mister & 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 Mister and Miss Lincoln University's programs as requested.



Charter Members

Name: _____ Student ID: _____ Classification: _____



HAZING 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.

"**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.

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President:	_____	_____	_____
	Print	Signature	Date
Vice President:	_____	_____	_____
	Print	Signature	Date
Secretary:	_____	_____	_____
	Print	Signature	Date
Treasurer:	_____	_____	_____
	Print	Signature	Date
Senator:	_____	_____	_____
	Print	Signature	Date
Alt. Senator:	_____	_____	_____
	Print	Signature	Date
Parliamentarian:	_____	_____	_____
	Print	Signature	Date
Historian:	_____	_____	_____
	Print	Signature	Date
King:	_____	_____	_____
	Print	Signature	Date
Queen:	_____	_____	_____
	Print	Signature	Date