



APPLICATION FOR NEW STUDENT ORGANIZATION

APPLICANT'S CONTACT INFORMATION:

Full Name: _____

Tiger Email: _____@tigers.lsu.edu

Signature: _____ Date: _____

NOTE: When this questionnaire is complete and the appropriate signatures are obtained, please submit it with the organization's constitution to the President of Student Council, Advisor of Student Council, or Secondary Principal.

GENERAL CLUB INFORMATION

1. What is the proposed name of the organization? _____

2. What is the general purpose of the organization? _____

3. Which of the following categories best describes the general purpose of the organization? (Please check only one)

<input type="checkbox"/> ACADEMIC	<input type="checkbox"/> MILITARY	<input type="checkbox"/> RELIGIOUS
<input type="checkbox"/> CULTURAL	<input type="checkbox"/> POLITICAL	<input type="checkbox"/> SERVICE
<input type="checkbox"/> GOVERNING	<input type="checkbox"/> PROFESSIONAL	<input type="checkbox"/> SPECIAL INTEREST
<input type="checkbox"/> HONORARY	<input type="checkbox"/> RECREATIONAL	<input type="checkbox"/> SPIRIT

MEMBERSHIP INFORMATION

1. What are the specific requirements for membership? Please list.
 - _____
 - _____
 - _____
 - _____
2. Will non-LSU/U-High students, faculty/staff participate in the activities of the group? Yes _____ No _____
3. If yes, in what manner? _____
4. Will this organization be associated with an off campus entity (ex. religious, service, political, national, regional or local organization) ? Yes _____ No _____
5. If yes, please list the name (s) of each organization:

(Name of Organization)

(Name of Organization)
6. Will this organization maintain an active membership roster? Yes _____ No _____



DUES & THE TREASURY

- Will the organization have membership dues? Yes _____ No _____
- If yes, please check the appropriate blank to describe fees paid by each member:
 - Regular Dues, Amount: \$ _____
 - National Dues, Amount: \$ _____
- If yes, how will the dues be assessed?
 - ONLY ONCE
 - ANNUALLY
 - EACH SEMESTER

MEETINGS & ACTIVITIES

- Will proceedings of the meetings be kept? Yes _____ No _____
- How often will this group meet? (PLEASE CIRCLE ONE) Weekly Every two weeks Monthly Other
- If other, please explain: _____
- Briefly describe the activities to be conducted by the group: _____

- In the chart below, please clearly PRINT the information for the twelve (12) charter members of this organization:

	Print Full Name of Member	Grad Year (Ex. 2014)	Tiger Email	Signature
1.			@tigers.lsu.edu	
2.			@tigers.lsu.edu	
3.			@tigers.lsu.edu	
4.			@tigers.lsu.edu	
5.			@tigers.lsu.edu	
6.			@tigers.lsu.edu	
7.			@tigers.lsu.edu	
8.			@tigers.lsu.edu	
9.			@tigers.lsu.edu	
10.			@tigers.lsu.edu	
11.			@tigers.lsu.edu	
12.			@tigers.lsu.edu	

FOR OFFICE USE ONLY:

Approval recommended by:

- _____
Secondary Principal Date _____
- _____
Student Council President Date _____
- _____
Student Council Advisor Date _____

Notifications sent by HSSC President:

- Decision to applicant
- Decision to Club Advisor
- Notification to Yearbook
- Notification to ICC President (Parliamentarian of Student Council)



ADVISOR AGREEMENT

The Office of the Dean of Students (ODOS) requires all registered student organizations to secure and maintain an advisor who is currently a full-time faculty or administrative staff member at LSU Lab School. ODOS believes that student organization advisors are integral to the success of the organization and the development of its student leaders. In order to serve as an advisor, faculty or staff must sign an Advisor Agreement which states the required and suggested roles of an advisor.

THE ROLE OF AN ADVISOR

As outlined in the application guidelines for registered student organizations at U-High, the following duties are required of student organization advisors:

- Verify the organization’s founding documents and agree to the terms of the terms for new organizations by signing off on the Application for A New Student Organization.
- Verify the organization's officer information by signing off on the Student Organization Officer Update Form annually.
- Sign off on reservations of Campus/University space and equipment with the appropriate campus/university department granting the reservation.
- Sign off on all event forms.
- Verify the organization's information on annual funding requests through the U-High Foundation office.

Duties that are negotiable with the student leaders include, but are certainly not limited to the following:

- Explain campus policies when relevant.
- Meet individually with organization president before each meeting.
- Attend officer and organization meetings. An advisor must be present at all club functions.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the organization thrive or decline on its own merits; do not interfere unless requested to do so.
- Represent the organization in any conflicts with members of the campus staff or faculty.
- Assist in planning events on and off campus.

Advisor Information

By signing this agreement, the LSU Lab School faculty/staff member certifies that s/he will fulfill the duties of a registered student organization advisor to the best of his/her ability and that s/he has read, understands and agrees to act in accordance with the School’s policies regarding clubs and organizations. Lab School faculty or staff with any questions regarding this policy should contact the Secondary Principal or the Dean of Students.

Name of Registered Student Organization: _____

Advisor Name: _____ Campus Phone: 578-_____

[PRINT]

Grade/department: _____ Office room#: _____ LSU Email: _____@lsu.edu

Advisor Signature: _____ Date: _____