



Student Organization Application

Steps to being recognized as a ULS Student Organization

1. Complete the student organization application and submit to the student activities director in office H204 or room H217. The application process takes place over two semesters.
2. During the application process organization applicants will be permitted to participate in the spring club fair to recruit new members.
3. For two semesters the organization must maintain record of meeting attendance as proof of active club roster. This should be submitted to the student activities director by December 13th and May 1st.
4. After two semesters of maintaining an active club roster the organization must secure a faculty sponsor/advisor and submit a signed sponsor agreement form to the student activities director.
5. The organization must submit an organization constitution to the student activities director prior to student council vote.
6. Upon fulfillment of above requirements, the student organization application will be submitted to the ULS Student Council to vote on addition of organization as an official ULS student organization.
7. Upon recognition as an official club the organization will be required to maintain a roster of at least eight active members, submit parent and student participation agreements, perform outreach to the school or community, and submit record of active member participation.
8. Upon becoming an official club, the organization will be recognized on the ULS website and in the yearbook. The deadline for inclusion in the yearbook is September 30th, any organization recognized after September will be included in the yearbook beginning the following school year.

Thank you for your interest in starting a new student organization.

“Total Effort in Every Endeavor”

Mrs. Jennifer Bevill

Student Activities Director

jbevill@lsu.edu

Office H204, Classroom H217

Office hours 7:30am-9:30am, 2:00-3:30pm



STUDENT ORGANIZATION APPLICATION

Thank you for starting a student organization at ULS! Please review steps to being recognized as a ULS Student Organization for application process and requirements.

APPLICANT'S CONTACT INFORMATION

Full Name: _____

Email: _____@lsu.edu

Current Grade: _____

Signature: _____ Date: _____

NOTE: When this application is complete, please submit to the Student Activity Director in H204.

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)

- ACADEMIC
- CULTURAL
- GOVERNING
- HONORARY

- MILITARY
- POLITICAL
- PROFESSIONAL
- RECREATIONAL

- RELIGIOUS
- SERVICE
- SPECIAL INTEREST
- SPIRIT

MEMBERSHIP INFORMATION

1. What are the specific requirements for membership? Please list.

- _____
- _____
- _____
- _____

2. Will non-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)

DUES AND THE TREASURY

1. Will the organization have membership dues? Yes _____ No _____

2. If yes, please check the appropriate blank to describe fees paid by each member:

Regular Dues, Amount: \$ _____

National Dues, Amount: \$ _____

3. If yes, how will the dues be assessed?

ONLY ONCE

ANNUALLY

EACH SEMESTER

MEETINGS AND ACTIVITIES

1. Will proceedings of the meetings be kept? Yes _____ No _____

2. How often will this group meet? (PLEASE CIRCLE ONE): Weekly Every two weeks Monthly Other

3. If other, please explain: _____

4. Briefly describe the activities to be conducted by the group: _____

5. In the chart below, please clearly print the information for the eight (8) charter members of this organization:

	Print Full Name of Member	Grade	Email	Signature
1.			@lsu.edu	
2.			@lsu.edu	
3.			@lsu.edu	
4.			@lsu.edu	
5.			@lsu.edu	
6.			@lsu.edu	
7.			@lsu.edu	
8.			@lsu.edu	

FOR OFFICE USE ONLY:

- Application Submitted | Date:
 - Semester 1 Record of Active Roster Participation | Date:
 - Semester 2 Record of Active Roster Participation | Date:
 - Sponsor Agreement Submitted | Date:
 - Organization Constitution Submitted | Date:
 - Application Packet Student Submitted to ULS Student Council, by StuActDir | Date:
 - ULS Student Council Vote | Date:
 - _____
Student Council Advisor _____
Date
 - _____
Student Council President _____
Date
- Notifications by Student Council:
- Decision to applicant
 - Decision to Student Activities Director