

Student Organization Registration

Return completed form to the Activities and Resource Center



All student organizations must be registered with the Student Engagement Office in order to function on campus and enjoy campus privileges. To register, an organization must have at least five (5) full-time KCAD student members, as well as an active campus advisor who is a KCAD faculty/staff member. The organization must then submit a constitution/bylaws and this application. Once approved, organizations are expected to follow the policies/procedures as outlined in the Code of Student Community Standards and the Registered Student Organization Handbook issued each academic year. Registration must be renewed each fall semester by submitting this form before or at the first Student Leadership Meeting of each fall semester.

*** All student organization officers must have and maintain a minimum of a 3.0 GPA.**

Name of Organization

Organization Name Abbreviation or Nickname (if applicable)

Name / Phone Number of Person Preparing this Form

This Registration is for (circle one):

NEW ORGANIZATION

CONTINUING ORGANIZATION
(NEW OFFICERS/INFO)

CLOSING ORGANIZATION
(DE-ACTIVATING)

RE-ACTIVATING ORGANIZATION
(WAS INACTIVE/DE-ACTIVATED)

Purpose or Mission Statement of Organization (to appear in College publications and website directory):

Meetings, Activities and Programming (if information is available)

Anticipated Meeting Day

Anticipated Meeting Time

Anticipated Meeting Location

Student Leader Information (if officers have not yet been selected, name interim officers on this form and provide new information to the Student Engagement Office when positions are filled)

Name

E-Mail

President

Vice President

Secretary

Treasurer

Faculty / Staff Advisor

Required Signatures

By signing this form, I attest that the information included is accurate as of the date of submission.

Faculty / Staff Advisor

Dean of Student Success