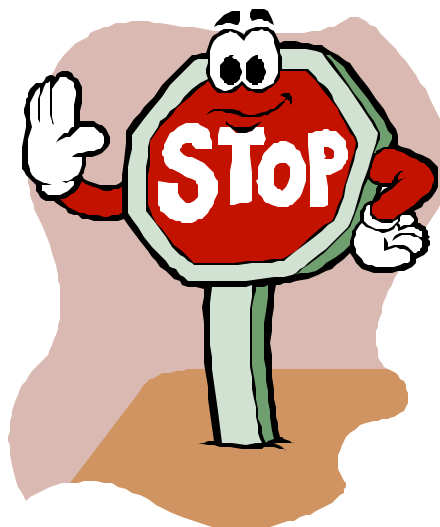


## Starter Kit for Registering Student Organizations

1. Pick up the “Starter Kit” for Student Organization from the Office of Student Life (OSL) in the Wiseman Center, Suite 137.
2. Submit a typewritten letter of intent. (New organizations only)
3. Select one advisor
4. Submit the following completed forms:
  - a. Officer’s form
  - b. Advisor’s consent form
  - c. Membership Roster
5. Set up a meeting with the designated OSL representative to review your paperwork.
6. Submit a copy of the organization’s constitution, by-laws, and/or charter.
7. If your organization has a regional or national office, submit a clearance letter (indicating whether your organization is in good standing) from either the regional office or the national office.
8. A confirmation letter will be sent by OSL within 5 business days.
9. Attend meeting of the Legislative Branch of the Student Government Association.



# **IMPORTANCE NOTICE**

## **For**

### **Registered Student Organizations**

You must agree to active participation in the following AND comply with the following:

- One Advisor
- Legislative Branch Meetings
- Coronation
- HOMECOMING
- Campus Decoration Day
- Club Elections
- Two chaperones for all evening events

There are several campus events in which your organization will be expected to participate. Please contact the SGA Vice President or the Office of Student Life for more information.

By our signatures, we acknowledge receipt of this notice and agree to adhere to the aforementioned rules.

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**President Organization**

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**Date**

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**Advisor of Organization**

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**Date**



## The Five Principles of Ethical Power for Organizations

1. *Purpose:* The mission of our organization is communicated from the top. Our organization is guided by the values, hopes, and a vision that helps us to determine what is acceptable and unacceptable behavior.
2. *Pride:* We feel proud of our organization and ourselves. We know that when we feel this way, we can resist temptations to behave unethically.
3. *Patience:* We believe that holding our ethical values will lead us to success in the long term this involves maintaining a balance between obtaining results and caring how we achieve these results.
4. *Persistence:* We have a commitment to live by ethical principles. We are committed to our commitment. We make sure our actions are consistent with our purpose.
5. *Perspective:* Our leaders and members take time to pause and reflect, take stock of where we are, evaluate where we are going and determine how we are going to get there.

Blanchard, K & N.V. Peale, (1988), The Power of Ethical Management, p. 125.



## Advisor's Consent Form

Please read and review the advisor's guide before signing this document. All advisors must be full-time faculty or staff of Bowie State University. By accepting this position as advisor of a student organization you also accept certain responsibilities. Please read and initial the following responsibilities to indicate your acceptance.

- \_\_\_\_\_ I will be at all activities sponsored by the organization.
- \_\_\_\_\_ I will obtain and review a copy of the Advisor's Guide & Help for Registered Student Organizations.
- \_\_\_\_\_ I will read and be accountable for the contents regulating student organizations.
- \_\_\_\_\_ I will assist the organization in the development and implementation of its program.
- \_\_\_\_\_ I will affix my signature to all requests and/or documents representing the organization.
- \_\_\_\_\_ I will make sure that activities sponsored by the organization are limited to students and their legitimate guests.

**Please print the following information:**

Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone # (w): \_\_\_\_\_ Phone # (h): \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you advised a registered BSU club or organization within the past two academic years?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

My signature certifies that I, \_\_\_\_\_ consent to  
advise \_\_\_\_\_ for the \_\_\_\_\_  
(Signature)  
(Organization)

academic year.

<b>OFFICE USE ONLY:</b> _____ Approved    _____ Not Approved	
_____ <b>Signature OSL Representative</b>	_____ <b>Date</b>
_____ <b>Signature SGA President</b>	_____ <b>Date</b>



## Officer's Form

Organization: \_\_\_\_\_

President: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Vice President: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Secretary: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Organization's King (if applicable) \_\_\_\_\_

Organization's Queen (if applicable) \_\_\_\_\_

**NOTE: Kings and Queens will serve as student ambassadors and should consult the Office of Student Life for further details.**