



Favrot Student Union, 218 •318.274.3334 (O) •318.274.3357 (F)  
**OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP**  
**Student Organization Fall Registration Application**  
 New COVID-19 Policy and Procedures Apply

**Please complete ALL** information on this form.

Every fall/spring semester Grambling State University student organizations must submit to the SEAL office current and accurate information concerning their officers, members and advisors. Organizations must also submit a current copy of its constitution and by laws. Failure to provide the information by the due date will result in the loss of chartered status at Grambling State University. ALL BLANKS MUST BE COMPLETED; AND, THE ORIGINAL MUST BE SUBMITTED OR APPLICATION WILL BE CONSIDERED INCOMPLETE.

**General Information**

Date: \_\_\_\_\_

Organization's Full Name: \_\_\_\_\_

Chapter name (if applicable) \_\_\_\_\_

Description and Purpose (25 words or less) \_\_\_\_\_

Requirements for membership: \_\_\_\_\_

Does your group have a national affiliation? Yes\_\_\_ No\_\_\_ If so, please list name and address:

Dues/fees? If so, give details as to amount/purpose \_\_\_\_\_

**ORGANIZATION CLASSIFICATION**

Your student organization will be listed under one category in all GSU publications: Check one (1) \_\_Departmental \_\_Honors \_\_Sports Club \_\_ Social Service \_\_ State/City Club International Organizations \_\_ Religious \_\_ Special Interest \_\_Residential Life \_\_Military \_\_ Fraternity \_\_ Sorority \_\_Other

**Contact Information**

The chief officer (president) will serve as the contact person for the SEAL office and will be contacted if any additional information is needed. This person will also serve as the primary contact for the Student Organization Council. SEAL will contact your group on a periodic basis using e-mail and student organization mailboxes. It is the responsibility of the student organization to check e-mail and postal mail on a regular basis.

**President** Name: \_\_\_\_\_ Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_ City/State \_\_\_\_\_ E-mail \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Adviser Information**



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All chartered organizations are required to have one GSU faculty or staff adviser. Faculty or staff advisers assume the responsibility of keeping informed about the activities of the student organizations, attending meetings, and advising the officers and members on University policies, procedures, and budgetary matters. An adviser’s signature is required on all forms for organization expenditures, scheduling, meetings and activities. Advisers are required to attend all organization, events/activities. Security is required if determined necessary by GSU police department.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone Number \_\_\_\_\_ Campus Address \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Signature \_\_\_\_\_

**Organization Officers**

Officers of chartered student organizations must be currently enrolled for at least (12) semester hours as an undergraduate student and (6) semester hours as a graduate student. All officers must have a cumulative academic average of no less than 2.0 or higher (unless the organization’s charter requires members meet higher academic Grade Point Averages (GPA); and, not be on academic probation. Please attach additional sheets if necessary. Graduate students are not permitted to serve as an officer in an undergraduate student organization. Please list your officers in the space provided below.

**Vice President** Local  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Secretary** Local  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Treasurer**  
Name \_\_\_\_\_ Address: \_\_\_\_\_ Signature \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Organization Representative**

Each authorized student organizations must appoint one person from its membership to serve as the representative for the organization. Please list your group’s appointment and an alternate if necessary, in the space provided below. Please consult the university calendar for meetings of the House of Representatives. The representative must be present at all meetings for the Student Organization Council. **(Your organization will be fined if a representative is not present, therefore please appoint someone who is responsible and will not miss the meeting).**

1. President : \_\_\_\_\_ Campus or Local Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Signature \_\_\_\_\_

Alternate Representative (If president cannot attend)

2. Name: \_\_\_\_\_ Campus or Local Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mail Address: \_\_\_\_\_ Signature \_\_\_\_\_

**Student Organization Requirements**



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We certify that the above information is accurate and acknowledge our responsibility to keep this record accurate and up to date. Our organization will comply with University policies and procedures outlined in the GSU Student Code of Conduct Handbook and the Student Organization Manual. Included in these policies are regulations on large event planning, hazing, illegal use of alcoholic beverages, narcotics, or drugs. Our organization will make this information available to all organization members. Our organization will abide by all applicable state, local, and federal laws. Our organization will not discriminate against members or prospective members based on age, sexual orientation, race, color, creed, national origin, physical handicap, or gender. (Sororities and fraternities may determine the gender of their members under the provisions of the Title IX Education Code). We also certify that there is nothing in the national and/or local constitution of this organization which violates the rules and regulations of Grambling State University. All students must maintain a 2.0 or higher GPA to participate in a club or organization. It is understood that we may be responsible for activities or behavior of the organization and may be personally liable for all debts and obligations incurred by the organization. Further, the undersigned agrees that it is a violation of Grambling State University policies and Louisiana statutes to:

- Use the designation of GSU or Grambling State University in the name of a student organization and to represent themselves as “GSU” or “Grambling State University” on any document, including checks and/or a checking account application or signature; and all monies belonging to the organization must be placed in a GSU agency account.
- Use the University tax ID number and further agrees to not use this designation or the numbers.

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Does or will this organization discriminate or differentiate in its membership or in its membership eligibility or to hold office based on gender/race?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Does the National constitution (if applicable) of your organization require that its local chapter restrict eligibility for membership or for holding office based on race? YES \_\_\_ NO \_\_\_

Does your group plan to be a collegiate chapter of a national organization? YES \_\_\_ NO \_\_\_  
If yes, please attach a letter of endorsement from the national organization with this form and a copy of the local and national constitution.

\_\_\_\_\_  
Signature of Chief Officer/President/**Date**

\_\_\_\_\_  
Signature of Adviser/**Date**

\_\_\_\_\_  
Constitution - bylaws on file in SEAL Office  
\_\_\_\_\_  
Updated constitution/bylaws attached

**Organization Membership Information Form**

\_\_\_\_\_ Semester Date \_\_\_\_\_ 20\_\_



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Name of Organization: \_\_\_\_\_ Chapter: \_\_\_\_\_

President Signature: \_\_\_\_\_ Adviser Signature: \_\_\_\_\_

*(LIST ALL CURRENT MEMBERS INCLUDING OFFICERS! Show name and G # only (only Gray columns); leave all other columns blank)  
copy of this form if additional pages are necessary)*

<b>NAME</b>	<b>G NUMBER</b>	<b>PREVIOUS SEMESTER GPA</b>	<b>CUMULATIVE GPA</b>	<b>HOURS REGISTERED THIS SEMESTER</b>	<b>TOTAL HOURS EARNED</b>	<b>HAZING TRAINING COMPLETE</b>

Authorization: \_\_\_\_\_ Signature  
Student Organization Coordinator

Verification: \_\_\_\_\_  
Registrar Advisor Agreement Form

Advisors are essential to the success of student organizations at Grambling State University (GSU). All organizations are required to have a faculty or staff advisor who is a full-time employee at GSU. The advisor agrees to assist the organization, to provide educational experiences for the members, and be familiar with its programs and activities. An



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advisor is a consultant to an organization who assists in the growth and development of the group by providing direction through advice, understanding and clarification.

The advisor to a student organization accepts the responsibility of requiring the organization to adhere to its aims and purposes in accordance with University policy and regulations.

#### Advisor Agreement Form

Advisors:

1. Are expected to be present all the organization's functions during the entire period of the activity.
2. Must attend at least one of the advisor training workshops offered by SEAL (TBA; office will notify).
3. Must be involved with the group's activities to assist the group in evaluating progress toward reaching desired goals. This assures open communication with various officers and members and can effectively guide the organization in fulfilling its purpose.
4. Should be familiar with the organization's constitution and bylaws to assist with its interpretation. Assistance should be provided in orienting new officers and promoting leadership development.
5. Should assist with the transition of officers and year to year changes (for continuity).
6. Should know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by University policies and procedures.
7. Should be acquainted with the financial condition of the organization and promote efficient record keeping by all officers.
8. Advisors should assure that all student organization funds are deposited in an on-campus account.
9. Must sign all requisitions presented for processing.
10. Should oversee the planning of all activities/functions to ensure optimal success for the organization and its members. Further, an evaluation measure should be employed for each activity or function of the group's activities in such a manner that they will reflect the best experience possible for the students and the University.
11. Must attend SEAL orientation/registration held in August and January.
12. Must ensure that all organizations comply with federal, state, parish, and municipal laws.
13. Must assist the officers in enforcing sanctions for any violations according to the organizations' bylaws and constitution.
14. Should be aware of the policies and procedures in all University handbooks.
15. Must bring any violations to the attention of the Office of Student Clubs and Organizations.

By signing this agreement, the GSU faculty or staff member certifies that he or she will fulfill the duties of a registered student organization to the best of his /her ability; and, he/she has read, understands and agrees to act in accordance with University policies and procedures.

#### Grade/Judicial Records Release Form

I am a candidate for membership in \_\_\_\_\_. My signature below grants permission to the Office of Student Clubs and Organizations to release my semester and cumulative grades and prior judicial record to the chapter president,



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academic advisor, and the national headquarters, (if any) and this University's governing offices for the purpose of meeting academic goals and behavior expectations for as long as I am a candidate and/or member of the organization.

PRINT name	SIGN name	Student ID Number
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**Recruitment Information/Interest Activity Form**

Semester: \_\_\_\_\_ Fall                      \_\_\_Spring



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Year Year  
Organization Name \_\_\_\_\_

Chapter: \_\_\_\_\_

Chapter President \_\_\_\_\_ Signature

Chapter Adviser \_\_\_\_\_ Signature

Will your organization conduct membership intake this semester? \_\_\_Yes \_\_\_No

If no, please check no and return this form to the Student Organization office during the first week of September/January. If your answer is yes, please complete all of the forms in the membership intake packet as instructions indicate.

A. Organizations must attach a detailed listing of **ALL** recruitment activities. Attach a single sheet of **all** events by month if more details are needed.

B. Planned Information/Interest/Education Sessions:

Membership recruitment dates:

1. Start date: \_\_\_\_\_ End date: \_\_\_\_\_
2. Date(s) of Membership Applications: \_\_\_\_\_
3. Date(s) of Potential Member Interviews: \_\_\_\_\_
4. Dues/fees collected: \_\_\_\_\_ Date deposited in University account \_\_\_\_\_

Updates must be submitted and approved within 24 hours of any changes to schedules.

**Important Reminder:** You must complete an Activity Clearance Form for each activity, i.e.: room reservation for education session or any meeting where members/advisor have contact with candidates. Approval must be granted by the Office of Student Engagement and Leadership before any intake activity are initiated.

**Information/Interest Session Sign-In Form**

This form is due no later than 48 hours after event. (Duplicate forms as needed)

Name of Organization \_\_\_\_\_

Chapter: \_\_\_\_\_



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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

University Anti-Hazing Policy

Hazing in any form is forbidden by any student(s) or organization(s) affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution

“Any action taken, or situation created on the university premises (pledging/membership intake is not to take place off campus) to produce mental or physical discomfort, or embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shocks, coercion resulting in menial tasks being performed, personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste, engaging in public stunts, morally degrading or humiliating games and activities, having work sessions which interfere with scholastic activities, using drugs and/or alcoholic beverages, and any other activities which are not consistent with fraternal law, rituals or policies from respective state, regional, or the regulations and policies of this educational institution.” (GSU Student Handbook, p.60-61)

Regarding any pledging or membership intake process, participation in the activities must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution.

University Academic Policy

Students wishing to participate in Membership Intake at Grambling State University must have at least a 2.0 cumulative GPA (this is only Grambling State University’s requirement for non-Greek organizations (Student Organization Handbook), individual organization’s requirements may vary (+2.0), depending on their policies) on a 4.0 scale. The GSU Pan-Hellenic Standard is 2.5 GPA; some Greek organizations have higher GPA standards. (GSU Pan Hellenic Council Constitution) (GSU Student Organization Handbook). All Greek aspirants must be cleared through judicial affairs and Student Organization office prior to extending an invitation to become a member (GSU Student Handbook).

By signing in at this event, you are indicating that you have read and fully understand the above stated Hazing and Academic Policy. Each student who is selected to become a candidate for membership must complete the

**STUDENT ORGANIZATION HAZING POLICY AGREEMENT FORM.**

All Participating Students/Advisers Read Policies and sign in below giving information requested.

Name	SS Number	Address	Telephone Number	E-mail Address

-Page 1-

Information/Interest Session Sign-In Form (continued)

You must read Hazing Policy on page1

Name	SS Number	Address	Telephone Number	E-mail Address





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 OFFICE OF **Form for selected candidates only** LEADERSHIP

(Make a copy of this form if additional pages are necessary)

**Chapter Membership Intake Form**

**REQUIRED** for confidential submission to the Student Organizations Coordinator before intake can start.

The Membership Intake Process (MIP) for \_\_\_\_\_ is scheduled to begin  
 (Name of Organization)

on \_\_\_\_\_ and end on \_\_\_\_\_. Students participating in our MIP must have a cumulative GPA of 2.0 (2.5, NPHC) and must have completed at least 30 semester hours at Grambling State University with **NO judicial disciplinary action** within the **previous two years**.

The following Grambling State University undergraduate students meet all requirements for membership and will be submitted for approval to the Regional/National Headquarters for participation in our MIP. Additional students will not be approved for intake if they do not appear on this form.

**50 is the maximum candidates (NPHC)**

*Show name and G # only (only Gray columns); leave all other columns blank.* Please type.

NAME	G NUMBER	CUMULATIVE GPA	TOTAL GSU HOURS	TOTAL HOURS	HAZING TRAINING COMPLETE
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\_\_\_\_\_ has verified the academic standing of MIP candidates.  
 (Director for Student Clubs Organizations Signature/Date) I hereby certify that all of the above information is accurate and correct; that my chapter has been approved to conduct the MIP by Regional/National Headquarters; that responsible advisers are involved in MIP activities of my undergraduate chapter; that my chapter, its members, and alumni/ae will abide by all MIP and University policies and procedures.