The following information is asked for on the registration/reactivation form and must be filled out completely every year by the end of Spring semester

1. Name of the organization ____________________________________________

2. Campus mailing address and phone number for the organization as well as either a web page or e-mail address (if appropriate)

3. Names, addresses, phone numbers, e-mail addresses and student ID numbers for two (2) officers/contact persons for the organization

4. Name, address, phone number, and e-mail address for the group’s campus advisor; this person must be a full or part-time University employee (faculty or staff)

5. All active members- THIS NUMBER SHOULD BE NO LESS THAN 3. Organizations will not be established with less than 3 members. Organizations applying for renewal must have 3 documented members as well

6. The number of affiliate members (these are non-student members); this number cannot exceed 50% of the student membership, they cannot hold office, vote or schedule University facilities

7. Type of organization ____________________________________________

8. A brief description of the organization

All officers/contact persons for the organization must sign the registration/renewal/change form. By signing, the officers/contact persons ensure that they agree to uphold all University policies and procedures, to not use student activity fees for political activities, nor to participate in hazing activities. It also grants release of status of eligibility information to the president and advisor of the organization the Coordinator of Student Life. In addition, all organizations must have a constitution on file with the Coordinator of Student Life. Please return this via email to mkrippel@kent.edu or turn into the Student Services Desk at the RAC or Burton.