New organization

Pitt-Titusville
Student Organization Registration

__________ Academic Year

Please type or print all information.

*This information is available to the public and required for registration

1. *Name of Organization ____________________________________________________________
   Previous name, if any ____________________________________________________________

2. *Purpose & Primary Activities ____________________________________________________

3. *Membership  ____# Undergraduate  ____# Faculty/Staff  ____# Other  ____TOTAL

4. Officers: List three currently enrolled students who serve as officers. Student I.D. numbers are required for university purposes but will not be released with any requests for general information according to the provisions of the Freedom of Information Act. We, the undersigned, do certify that we have read and understand the Acknowledgment of Registration printed on the back of this page and have the right to sign on behalf of this organization.

   President __________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________
   Vice President ________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________
   Treasurer ____________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________
   Secretary _____________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________
   Officer ________________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________

5. Advisor

   Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the University. As such, you shall immediately report any crimes that you are made aware of to the Pitt-Titusville Campus Police.

   __________________________________________________________
   *Print Name ___________________________________________________________ Signature __________________________ Email Address __________________________

   For Office Use Only

   Date Received __________ By ________ Membership List Received _____________ Constitution Received ________________

Return completed form to the Office of Student Activities
Student Union 217 • 814-827-4455 • stthomas@pitt.edu • www.upt.pitt.edu

Registration is due by the second Friday of fall semester to be eligible for funding
If the student organization elects new officers, advisor, or starts after the second week in the fall term, this form must be updated before funding will be granted.

We have read and understand our organization’s responsibilities as indicated on the back of this form (Please initial)

President: ________ Secretary: ________
Vice President: ________ Treasurer: ________
Advisor: ________ Other: ________
Acknowledgment of Registration

1. We have read and are aware of the policies and procedures noted in the Student Organization Manual for the University of Pittsburgh Titusville. On behalf of this organization, of which we are officers, we hereby apply to become a registered student organization at Pitt-Titusville from this date until the end of the spring term of this academic year.

2. We affirm that neither the organization, nor the officers or members acting on behalf of the organization, will represent itself or themselves as official “agents” of Pitt-Titusville.

3. We affirm that this organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person on the basis of handicap, national origin, race, religion, sex, age, veteran status, sexual orientation or political affiliation. All students at the University of Pittsburgh at Titusville are eligible to participate in organization activities and to become a member. If there are academic restrictions to membership they must be stated in the club Constitution. All meetings must be open to students, faculty and staff.

4. We affirm that the officers of this organization are currently enrolled Pitt-Titusville students and that voting membership is limited to Pitt-Titusville students, faculty, and staff members. Following each election, a registration revision reporting the names of new officers will be submitted to the Student Activities Office. We agree to allow the Office of Student Activities to verify our enrollment status through the Office of the Registrar.

5. We understand that Pitt-Titusville is not responsible for the debts of this organization.

6. We affirm that this organization will abide by all university, local, state and federal policies, regulations, and laws. We understand that the president of the organization and other executive officers can be individually or collectively held responsible by judicial affairs for their actions and the actions of their club members at the organization’s meetings, events, or activities.

7. We affirm that, in consideration of these agreements, this organization agrees to release the university from any and all claims and/or damages that may arise from or incident to this registration and any rental use of university facilities including, but not limited to, any and all claims for personal injury, bodily injury or damage to property. This organization further agrees to hold the university harmless and indemnify the university against all loss and damages arising from the use, misuse, or abuse of university facilities. This release agreement shall apply to the university and all of its agents or employees.

8. We understand that this organization must require all participants to complete an Emergency Medical and Liability Release Form at all events where physical activity is involved. These forms must be filed in the Office of Student Activities.

9. This organization will be financially responsible for repairs and/or replacements of property in and on the facility that may be damaged by actions beyond the normal use category.

10. We understand that all student organizations are strictly prohibited from collecting and holding funds in any manner without the approval of the Director of Student Life, Executive Director of Student Affairs, or Campus Dean.

11. Any revisions to this registration (including changes of officers or official contact person) will be reported to the Office of Student Activities.

12. All contracts for events must be verified by the Director of Student Life prior to execution. Only University contracts will be used to process payments for events requiring contracts.

13. Student organizations are encouraged to have a representative attend SGA meetings to be a voice for the group and to pass along information from other groups and SGA.

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