



PennState
Student Affairs

Student Organization Recognition Forms

**New Organizations
Reactivations**

Student Affairs
Phone: 814-865-0915
studentaffairs@worldcampus.psu.edu



Student Organization Recognition Forms Cover Sheet

Please email the completed cover sheet and all completed forms and documents to studentaffairs@worldcampus.psu.edu and retain a copy for your records.

Organization name (current): _____

Contact person: _____

Phone: _____

Email address: _____

Required Documentation (checklist)

Intent to Organize Form

Submit the [Intent to Organize Form](#) electronically if you have not done so already. Note that the Intent to Organize Form is only needed for new organizations seeking recognition. Organizations seeking reactivation do not need to complete this form.

Officer Report Form (provided in this packet)

A completed form includes the names, email addresses, phone numbers, and signatures of **both a president and an adviser**. The adviser must be a faculty or staff member at Penn State. **By signing this form, the president affirms that the organization will abide by The Pennsylvania State University's nondiscrimination Policy [AD-91](#), found in Policies and Rules for Student Organizations.**

Adviser Approval Form (provided in this packet)

A completed Adviser Approval Form includes the name, department, campus address, telephone number, email address, and signature of the adviser.

Membership list

There is no prescribed format for the membership list; the list can be provided as an attached document. Please include member names and their Penn State email addresses. All registered **undergraduate** student organizations must have at least 10 members and must be composed of at least 50% +1 undergraduate registered World Campus students. All registered **graduate** student organizations must have at least 10 members and must be composed of at least 50% +1 graduate registered World Campus students.

Copy of a constitution

Student Affairs will provide a sample constitution, which should be used as a guide to create an organization's constitution. Organizations seeking reactivation should review their existing constitution to make sure it meets the guidelines in the Sample Constitution and submit it with their forms.

After your organization is approved or reactivated, officers must complete officer training and New Student Organization Orientation. More information will be provided when your forms are processed.



Officer Report Form

Your president must provide updated officer information to Student Affairs no later than August 15 each year and any time information changes or your group elects new officers. Failure to do this could result in inactivation of your group. If made inactive, your officer list must be updated by contacting World Campus Student Affairs.

Recognized student organization: _____ Academic year: _____

Level of organization (check one): undergraduate graduate

Date of organization's most recent elections (month/day/year): _____

Organization's website URL (optional): _____

Organizations are required to have at least a president and treasurer to maintain recognition.

President name (please print): _____

Penn State email address: _____

Vice president name (please print): _____

Penn State email address: _____

Secretary name (please print): _____

Penn State email address: _____

Treasurer name (please print): _____

Penn State email address: _____

Web team coordinator name (please print): _____

Penn State email address: _____

Adviser: _____

Penn State email address: _____

By signing this form, the president affirms that the organization will abide by The Pennsylvania State University's nondiscrimination Policy [AD-91](#).

President's signature: _____

Date: _____



Adviser Approval Form

Date: _____

Adviser information

Name: _____

Department address: _____

Phone number: _____

Penn State email address: _____

Student organization (to advise):

Required signatures (for approval)

Adviser's signature: _____ Date: _____

Adviser's supervisor signature: _____ Date: _____