

Pratt Student Involvement and Student Government

New Organization Application Process

Step One

Submit all of the following to the Student Government Association for organization approval

1. A completed application form
2. Roster of Officers
3. Name and contact information for Faculty/Staff advisor
4. Initials of Faculty/Staff Advisor
5. Roster of Members (must have at least 5)
6. A Constitution and Bylaws

Step Two

Completed club/organization application forms, applicable documents, and/or funding applications should be placed in an envelope addressed to ***Student Government – New Organization Application*** and put materials the Student Government mailbox in the Student Activities Chapel Hall mailbox room.

While the Organization is waiting for approval from the Student Government they may not function as an organization.

Step Three

The above information will be review by Student Government for registration approval. Notifications should come with in two weeks of submission.

Student Government may request to meet with those submitting the application after they receive the application to review and ask questions.

Step Four

Once an organization receives notice that it has been approved, its members have the following privileges.

- Organization officers/members may use the copy machine in the Student Activities Chapel Hall Office for the copying of club/organization materials.
- Organization officers/members may send/receive faxes for organization related activities.
- Organization officers/members may have access to computers and available supplies in the Student Activities Chapel Hall Office for organizational purposes.
- Organizations can host campus events and reserve meeting space in the name of their student organization.
- Organizations will receive a mailbox in Chapel Hall
- After the 1st semester of existence organization leadership will meet with a member of the Student Activities staff and Student Government to their activity for the semester and receive a budget application
- New clubs and organizations, after one full semester of viable existence, will be eligible to apply for student activity fee funding from the Student Government Finance Committee. (See guidelines and application timeline)

If you have questions regarding the application process to be an organization at Pratt contact Student Activities or Student Government both are located in Main Building, Lower Level or studentactivities@pratt.edu or 718.636.3422.

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New Organization Application Process for 2011-2012

Please Print Clearly – If we can not read your application we can not approve it.

Date of Application: _____

Name of Proposed Student Organization: _____

Contact Persons

(1) Name: _____

Email: _____ Phone: _____

Local Address: _____

(2) Name: _____

Email: _____ Phone: _____

Local Address: _____

Proposed faculty or staff advisor

Name _____ Department _____

Email _____ Phone _____

Signature of Proposed Advisor _____

Please attach a written proposal clearly providing the following information:

- A. Purpose of the proposed organization.
- B. Aims and Functions of proposed organization.
- C. Outline of goals and how they will be received.
- D. How is the group unique from existing student organizations?
- E. What needs will this group meet that are not being met through existing campus organizations and programs?
- F. Describe the general membership or criteria for membership.

Signature (Student Contact)

Date

For Office Use Only

All requested materials included: Yes/No

Date Application Received _____

Date of Application Review _____

Date of Meeting _____

Date of Recognition _____

First Semester Review _____

Approved for funding _____

Notes: _____
