
SGA ORGANIZATION FORM PACKET

Welcome back to the 2008-2009 academic year! SGA and Administrators in the offices of Student Leadership and Activities, Recreation Center, and Multicultural & International Students have been working hard this summer to prepare for this academic year to make it one of the best in SGA's history.

In this packet, you will find three (3) forms that will be essential to maintaining your club. The information on these forms has been condensed compared to the past years, and we are only asking for information that is absolutely necessary. Please take time to read the below description of each form so that you understand the importance.

The first form is the Admission Event Response Form. This form is optional, however highly encouraged. SGA has worked with Admissions to improve the visibility and promotion of clubs and organizations at Admissions Open House and Admitted Students events. We encourage you to sign up to get table space to recruit prospective freshman. Remember, students look to see an active campus, and they may very well be looking for a club just like yours.

The second form is the Election Form. Please note that this form is **mandatory**. If you haven't done an election yet, this form must be submitted by September 23, 2008, and the election must be held by September 30, 2008. Failure to hold an election by that date will result in deactivation of the organization. Please be sure to use the new election form which is marked with "Revised: August 2008" in the bottom right corner.

The final form in this packet is the Club Information Form. This form is also **mandatory**. This form contains information which we will use to advertise to students about your club (i.e. where meetings are, when, events held during the year, who to contact, etc.). All fields of this form are required. If a field is not completed, the form will not be accepted. Again, please be sure to use the new Club Information Form which is marked with "Revised: August 2008" in the bottom right corner. The due date for this form is September 30, 2008. Failure to submit this form on time will result in deactivation.

To make things even easier, not only have I condensed all forms into this small packet, but you can return them all directly to me. I'll make sure copies get to the correct offices.

If you have any questions, please feel free to contact me either by phone or e-mail. I look forward to another fantastic year working with everyone.

Sincerely,

Jared Berry
Rules Committee Chairman
Hofstra University Student Government
207 Student Center
Office: (516) 463-6960
E-mail: sgarules@gmail.com

STUDENT CLUB AND ORGANIZATION

2008-2009 ADMISSION EVENT RESPONSE FORM

The Office of Admission would like to invite your student club/organization to participate in our recruitment events. This is an opportunity for your club/organization to recruit future students and show them that Hofstra is an exciting, dynamic campus. We welcome all organizations to participate.

Please complete this form and return it to Jared Berry in the SGA Office (SC 207).

**Please note that representatives should arrive ½ hour before event time to set up.*

Each organization will be provided with an identifying sign during the event. All materials can be displayed on your organization's table but please refrain from using table banners.

Please print clearly:

Name of Student Club/Organization: _____

Contact Name: _____

Contact E-mail Address: _____

Contact Phone Number: _____

Will your organization be performing? Please circle: Yes or No.

If yes, what type of A/V equipment will you need to perform? _____

Please check which event(s) your organization will participate in:

- Fall Open House
 - Sunday, October 26, 2008 from 11 a.m. - 1 p.m., location to be determined
- Admitted Student Day
 - Sunday, March 1, 2009 from 11 a.m. - 1 p.m., location to be determined
- Admitted Student Day
 - Sunday, March 29, 2009 from 11 a.m. - 1 p.m., location to be determined
- Spring Open House
 - Sunday, April 26, 2009 from 11 a.m. - 1 p.m., location to be determined

****Please note: Organization e-boards will be contacted when locations are determined.***

SGA CLUB/ORGANIZATION ELECTION FORM

Please fill this form out and return it to the Rules Committee Chair (sgarules@gmail.com) by dropping it off in his mailbox in the SGA Office (Student Center 207) **at least seven days prior to the election date!**

Organization Name: _____

Contact Name: _____ E-mail: _____

Date of Elections: _____ Time of Elections: _____

Location: _____ *(please specify building and room number)*

<u>Position to be Elected:</u>	<u>Name of Officer Elected</u>	<u>Student ID</u>	<u>HU Username</u>

Certification of Elections <i>(SGA Use Only)</i>	
_____ SGA Representative Name (Print)	_____ SGA Representative Signature

Comments *(SGA Use Only)*:

STUDENT ORGANIZATION INFORMATION FORM

This form should be returned to the Student Government Association Office (SC 207) and dropped in Rules Chairman Jared Berry's mailbox. All information is mandatory unless otherwise noted.

Club/Organization Name: _____

Club Contact Information: *(This information will be distributed to prospective members unless otherwise specified.)*

CONTACT 1 *DO NOT SHARE MY INFORMATION WITH PROSPECTIVE MEMBERS*

Name: _____ Phone: _____ 700#: _____

Position: _____ Hofstra User ID: _____

CONTACT 2 *DO NOT SHARE MY INFORMATION WITH PROSPECTIVE MEMBERS*

Name: _____ Phone: _____ 700#: _____

Position: _____ Hofstra User ID: _____

Faculty Advisor: _____ Extension: _____

CLUB MEETING INFORMATION: *(This information will be given to interested students)*

Day: _____ Time: _____ Location: _____

Special Club Events throughout the Year: _____

*******SGA USE ONLY*******

ORGANIZATION TYPE

- Academic
- Multicultural
- Media
- Miscellaneous
- Performance
- Politically/Socially Active
- Pre-Professional Organization
- Religious
- Sports

DATABASE ENTRY

Name: _____ *(print)* Date: _____

Title: _____

STUDENT ORGANIZATION INFORMATION FORM

Roster: *(List all members of the organization and their full 700 numbers. Use additional paper if needed)*

Club Name: _____	
Name	700#
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