New Registered Student Organization Application Instructions

Follow these instructions to apply for club registration for the 2018-2019 academic year. Registration is not competitive; approval will be based upon the application received by the Office of Student Activities. Returning clubs should use the online form found on website: www.hpu.edu/clubs.

Application Periods
Applications will be accepted in three (3) rounds for the 2018-2019 year – Round 1 in April and May 2018 and Round 2 in September 2018. Round 3 takes place in November 2018 and is for clubs that will be new for the Spring 2019 semester.

All existing clubs and any new clubs who wish to be registered for the next academic year are strongly encouraged to apply during Round 1 using the Re-registration form. Those who apply and are approved in Round 1 have the following advantages:
1. Active from August 1, 2018.
2. Have access to HPU resources August 1, 2018
3. Can participate and recruit at HLClub Carnival on September 6, 2018 and Club Carnival on September 7, 2018
4. Have their picture and blurb highlighted on the HPU website.

Round 2 is to allow new clubs that come together at the beginning of the academic year the chance to get registered. It also allows existing clubs that were unable to complete the application in April the opportunity to re-register. Clubs that apply and are accepted in Round 2 are active starting October 1, 2018. Round 3 is only for clubs that are new for Spring 2019 semester. These clubs are active starting the first day of spring classes in 2019 (January 22).

Registration Timeline and Important Dates

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1-May 18</td>
<td>Round 1: Applications are accepted in the Student Life Office at Aloha Tower Marketplace Suite 1400 or may be emailed to <a href="mailto:leadership@hpu.edu">leadership@hpu.edu</a>. Clubs who wish to re-register should complete the online form only.</td>
</tr>
<tr>
<td>May 18, 2018 5:00 pm</td>
<td>Deadline to submit Round 1 applications</td>
</tr>
<tr>
<td>August 1</td>
<td>Round 1 approved clubs are active as of this date.*</td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Round 2 applications go live. Applications will be accepted in the Student Life Office at Aloha Tower Marketplace Suite 1400 or may be emailed to <a href="mailto:leadership@hpu.edu">leadership@hpu.edu</a>.</td>
</tr>
<tr>
<td>September 6</td>
<td>HLClub Carnival at HLC Front Lanai</td>
</tr>
<tr>
<td>September 7, 2018</td>
<td>Club Carnival at Aloha Tower Marketplace</td>
</tr>
<tr>
<td>September 14, 5:00 pm</td>
<td>Deadline to submit Round 2 applications</td>
</tr>
<tr>
<td>October 1</td>
<td>Round 2 approved clubs are active as of this date.*</td>
</tr>
<tr>
<td>November 1</td>
<td>Round 3 applications go live. Applications will be accepted in the Student Life Office at Aloha Tower Marketplace Suite 1400 or may be emailed to <a href="mailto:leadership@hpu.edu">leadership@hpu.edu</a>.</td>
</tr>
<tr>
<td>November 30, 5:00 pm</td>
<td>Deadline to submit Round 3 applications</td>
</tr>
<tr>
<td>January 22, 2019</td>
<td>Round 3 clubs that are approved are active as of this date.*</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>HLClub Carnival at HLC Front Lanai</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>Spring Club Carnival at Aloha Tower Marketplace</td>
</tr>
</tbody>
</table>

*All presidents, treasurers and advisors must complete training by the deadline stated in their respective Welcome Email; otherwise, the club will be placed on hiatus until training is completed.

Registered Student Organization Categories
- Academic/Professional: These organizations focus in either academic or professional fields. Many of these organizations coordinate networking and educational events for the HPU and local communities.
- **Cultural/Spiritual**: These organizations help educate and provide opportunities for the HPU community to become culturally immersed in our unique environment and allow our students to appreciate and understand cultures from all over the world.
  
  *RSOs with a spiritual focus: It is the University’s policy to support organizations that represent a specific faith, but not a particular denomination, organization, or church/place of worship.

- **Special Interest**: These organizations serve an eclectic range of student interests, combining a variety of artistic, social, political, physically active, and community service-related disciplines.
  
  *RSOs with a focus on recreational activities will be referred to Campus Recreation in Athletics.

RSOs are overseen by the Nicole Wechselberger, Assistant Director of Student Organizations. To contact Nicole, email leadership@hpu.edu or call (808) 687-7018.

**Application Checklist**

- **Required for NEW clubs only**: schedule a meeting with the ADSO before submitting an application. The meeting will cover the application process, RSO responsibilities and Activity Requirements.

- **Club membership must consist of at least**:
  
  - One president and one treasurer selected at the time of registration.
  - At least ten currently enrolled HPU students who are interested in being members.
  - One advisor who is a full-time faculty or staff at HPU. An RSO must have an advisor in order to remain registered. Students are encouraged to find two advisors to share the responsibilities.

- Applications with all attachments are due to the Student Life Office (ATM 1400) or via email to leadership@hpu.edu by 5 pm on May 18, 2018 for Round 1.

  - Complete all sections of the application:
    
    - Organization Cover Sheet, with signatures
    - Organization Membership
    - Organization President and Advisor Agreement, with signatures
    - Activity Proposal
    - Budget Proposal

  - Attach a Registration Proposal Letter which thoroughly answers the following questions:
    
    - What is the mission and purpose of this organization?
    - Why do you want to continue or establish this organization at HPU?
    - How will the organization benefit the HPU community?

  - Attach the club’s Constitution (and by-laws, if applicable)
    
    - Only NEW clubs are required to submit a Constitution. For a sample constitution, visit the Register page on the website at www.hpu.edu/clubs.

**RSO Policies and Procedures**

**Training**: The president, treasurer and advisor of ALL clubs must complete Student Organization Training before the club is considered officially registered and active. Instructions, training session dates and registration information will be in the RSO Welcome Email each registered club receives upon approval.

All RSOs are responsible for following policies and procedures set in the Student Organization Handbook. The complete text of the current Handbook may be viewed at www.hpu.edu/clubs. Prospective clubs are strongly encouraged to go through the Student Org Online Training. The training covers expectations, activity approvals and all policies and procedures for Registered Student Organizations. The training modules are available at www3.hpu.edu/RSO_Training/.

Keep the application instructions for your records.
Registered Student Organization Application: 2018-2019

Applications with all attachments (see Application Checklist) are due to Student Life Office (ATM 1400) or by email to leadership@hpu.edu by 5 pm on May 18, 2018 for Round 1.

Organization Cover Sheet

Organization Name:
Check one category: ☐ Academic/Professional ☐ Cultural/Spiritual ☐ Special Interest
Most club meetings will be held on (check one): ☐ Downtown Campus ☐ Hawai‘i Loa Campus
President: HPU Email: @my.hpu.edu
Treasurer: HPU Email: @my.hpu.edu
Primary Advisor: HPU Email: @hpu.edu
Co-Advisor (optional): HPU Email: @hpu.edu
Affiliated organizations (regional, national, international level): 

I have read and met all of the criteria to apply for registration. All information in this application and attached documents is true and accurate to the best of my knowledge. The organization, if accepted, hereby agrees to abide by policies and procedures governing HPU Registered Student Organizations. I understand that, once the RSO Application is submitted to the Office of Student Activities, it cannot be edited or changed.

_________________________ __________________________
President Signature Date

Accepted by:

_________________________ __________________________
Primary Advisor Signature Date
 ________________ ____________
Co-Advisor Signature Date

For Office Use Only

Documents Completed or Attached:
☐ Organization Cover Sheet
☐ Organization Membership
☐ Organization Officer and Advisor Agreement
☐ Activity Proposal
☐ Budget Proposal
☐ Proposal letter
☐ Constitution & By-laws

Registration Approvals:

_________________________ __________________________
Asst. Director, Student Organizations Date Dean of Students Date

RSO Application
Organization Membership

Organization: _______________________________________________________________

List the officers and advisors of the proposed club as of the date of this application. Add other officers if applicable. The officers with an asterisk (*) are required in order to register an organization.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>HPU Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>*President</td>
<td></td>
<td>@my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>*Treasurer</td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
</tbody>
</table>

List ten (10) current or prospective members (current HPU students). This is required in order to register an organization.

<table>
<thead>
<tr>
<th>Name</th>
<th>HPU Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>@ my.hpu.edu</td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary.
Organization Officers and Advisor Agreement

Organization: _______________________________________________________________

The following is a general agreement between the organization’s president and advisor(s) for the 2018-2019 academic year. This agreement shall be updated annually or upon change(s) in president or the advisor(s). Form should be turned into Student Life at ATM 1400 or emailed to leadership@hpu.edu. Please ensure that both parts of this form are completed before submitting the form.

Part I: Organization Officers

To be considered an active RSO and in good standing with the Office of Student Activities, each club must have at least a President and a Treasurer as a part of the executive board. The RSO should follow their constitution in regards to other executive positions.

Organization President: ____________________
Email: ________________________________ @my.hpu.edu
Phone: _______________________________

Responsibilities of Organization President on behalf of the Organization
- Serve as the liaison between the RSO and the Office of Student Activities regarding all RSO matters.
- Disseminate information to the club from the Office of Student Activities.
- Follow policies and procedures set in the Student Organization Handbook.
- Ensure the RSO fulfills the responsibilities listed in the Student Organization Handbook.
- Abide by HPU’s Code of Student Conduct.
- Complete a mandatory orientation seminar and training provided by the Office of Student Activities.

I agree to perform the duties expected of an RSO president. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook.

Organization President Signature  ____________________ Date  ______________

Organization Treasurer: __________________________
Email: ________________________________ @my.hpu.edu
Phone: _______________________________

Responsibilities of Organization Treasurer on behalf of the Organization
- Serve as the liaison between the RSO and the Office of Student Activities regarding all financial issues.
- Follow HPU’s policies and procedures regarding all financial transactions as outlined in the Student Organization Handbook.
- Abide by the RSO’s constitution and the HPU Code of Student Conduct.
- Keep accurate account of all club finances – revenue and expenditures.
- Ensure the club doesn’t request more money than it has available.
- Approve Payment Requests, Deposit Forms and other financial documents.

I agree to perform the duties expected of an RSO Treasurer. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook.

Organization Treasurer Signature  ____________________ Date  ______________
Part II: Advisor

The Office of Student Activities requires a RSO to have at least one adviser. The primary adviser must be a full time employee of the university. If the RSO has Co-advisers, it is important to communicate the adviser roles clearly with the RSO and with the Assistant Director of Student Organizations.

Primary Advisor: ____________________________

I currently serve as a full-time: Faculty Staff

Title: ____________________________

Department: ____________________________

Work Phone: ____________________________

Cell Phone: ____________________________

HPU Email: ____________________________ @hpu.edu

Co-Advisor (Optional):

I currently serve as: Faculty Staff

(full-time not required for Co-Advisor)

Title: ____________________________

Department: ____________________________

Work Phone: ____________________________

Cell Phone: ____________________________

HPU Email: ____________________________ @hpu.edu

Responsibilities of the Advisor

- Complete a mandatory training seminar provided by the Office of Student Activities.
- Complete the Campus Security Authority Training
- Encourage students to assume leadership positions.
- Provide guidance and support to the student organization members, officers, and overall mission.
- Follow policies and procedures set in the Student Organization Handbook.
- Ensure that students are informed of the policies and procedures regarding RSOs.

I acknowledge that I am advising this organization on a voluntary basis. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set the Student Organization Handbook.

Primary Advisor Signature ____________________________ Date ____________

Co-Advisor Signature ____________________________ Date ____________

For Office Use Only

President’s seminar: ____________________________ Added to Contacts List: ____________________________

Primary Advisor’s seminar: ____________________________ Co-Advisor’s seminar: ____________________________
Activity Proposal

Organization: _______________________________________________________________

Organizations must meet activity requirements in order to remain in “active” standing with the University. It is the responsibility of each club to ensure they meet the requirements by completing the online Activity Request Form in a timely manner. The Activity Request Form is available on HPU Pipeline on the “Resources” tab in the Web Forms channel. **Describe the activities your organization plans in order to meet the requirements.** Attach additional sheets if necessary. **Note: This is for registration purposes only. Upon registration approval, the RSO is responsible for submitting Activity Requests to the Office of Student Activities for approval of each activity.**

- ✓ Plan a minimum of 6 club activities per academic year, at least 1 per semester. Examples include hosting a guest speaker, club socials, community service, club meetings, campus-wide, and collaborative events.
- ✓ Participate in at least one community service activity per year (counts as 1 of the required 6 activities). Examples of community service activities include: Canned food drive for a food bank, participating in a walkathon fundraiser, volunteering your time to a charitable organization.

**Fall Semester**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings (How often do you intend to meet?)</td>
<td>□ Once per week □ Once every two weeks □ Once per month</td>
</tr>
<tr>
<td>September</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
</tr>
<tr>
<td>November or December</td>
<td></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings (How often do you intend to meet?)</td>
<td>□ Once per week □ Once every two weeks □ Once per month</td>
</tr>
<tr>
<td>January or February</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
</tr>
<tr>
<td>April or May</td>
<td></td>
</tr>
<tr>
<td>Community service</td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets further describing your proposed activities if needed.
# Budget Proposal

Organization: __________________________________________

The Office of Student Activities recognizes the need for reasonable and appropriate expenses for RSOs. Seed funding from HPU is subject to availability. Student Activity Fee funding may be available for those clubs that submit Funding Requests to the Student Activity Fee Allocation Committee (SAFAC). Students are encouraged to fundraise throughout the year as well. **List potential expenses and revenue associated with your club’s activities and events for the next year. Be as detailed as possible!** Note: This is for registration purposes only. If accepted, the RSO will be responsible for submitting Activity Requests to the Office of Student Activities for pre-approval of all financial activity.

**Anticipated expenditures** (Examples: administrative supplies, refreshments, ticket printing, national membership fees, etc.)

<table>
<thead>
<tr>
<th>Activity or Purpose</th>
<th>Items/Description</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Anticipated fundraisers and other sources of revenue** (Examples: club dues, car wash, fundraising dinner, etc.)

<table>
<thead>
<tr>
<th>Activity or Purpose</th>
<th>Description</th>
<th>Goal (Dollar amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## BUDGET SUMMARY

- **Rollover RSO Funds from Previous Year**: (if applicable)
- **Funding requested from SAFAC**: For the purpose of this proposal, enter the amount your club would anticipate requesting from SAFAC for the 2018-2019 year.
  - **Total Expenditures in 2018-2019**: (anticipated amount)
  - **Total Revenue in 2018-2019**: (anticipated amount)

**TOTAL BALANCE**: Approximate balance at the end of Spring 2019

Attach additional sheets further describing your proposed activities if needed.

RSO Application 6
Registration Proposal Letter

Please answer the follow three questions and submit with your application:

- What is the mission and purpose of this organization?
- Why do you want to continue or establish this organization at HPU?
- How will the organization benefit the HPU community?