

**New Student Organization Registration Form
Northeastern State University**

Proposed Name of Organization: Northeastern State University Foundation

Acronym (if applicable): NSUSF

NSU Account # : Resides at NSU Foundation

Type of Organization (check one of the following):

- Academic Dance & Entertainment **Education & Humanitarian (Philanthropic)**
 Fraternity Political & Government Religious Service
 Social Sorority Other (explain): _____

Organization Affiliations (check all that apply):

- National (provide contact information) _____
 Local (provide contact information) _____
 NSU Department (provide contact information) NSU Foundation/Office of Development (ext 4200)
 NSU Academic College (provide contact information) _____
 Other (explain and provide contact information) _____

Contact Information

Executive Officer (s) (must be currently enrolled, full-time student in good-standing with the university)

First Name: Carl P Last Name: Bell

Position Title: Director of Development/Donor Cultivation Last 4 SS: 5738

NSU Email: bellcp@nsuok.edu Phone No: (479) 220-7508

First Name: Tony Last Name: Maxville, Jr

Position Title: Director of Education/Membership Last 4 SS: 7713

NSU Email: maxville@nsuok.edu Phone No: (918) 851-6622

First Name: Jared Last Name: Rusk

Position Title: Director of Marketing/Communications Last 4 SS: 6398

NSU Email: rusk@nsuok.edu Phone No: (479) 228-1543

Financial Officer (must be currently enrolled, full-time student in good-standing with the university)

First Name: Carl P Last Name: Bell

Position Title: Director of Development/Donor Cultivation Last 4 SS: 5738

NSU Email: bellcp@nsuok.edu Phone No: (479) 220-7508

Proposed Campus Sponsor

Already contacted: Yes No

First Name: Penny L Last Name: Moore

Position Title: Annual Fund Coordinator Office/Dept: Office of Development

NSU Email: moorepl@nsuok.edu Phone No: (918) 444-4214

Organization Basics

Purpose of Organization:

- Work with NSU Foundation to support alumni and donors to increase student/alumni access and involvement at their university.
- Develop philanthropy curriculum geared toward educating students about the importance of being engaged citizens with an emphasis on nonprofit organization theory, resource development, strategic planning, leadership and governance.
- Increase NSU Foundation and NSU Student Foundation funds in support of scholarship programs, student activities, and university initiatives; continue the tradition of fundraising for the Senior Class Gift program.
- Create an atmosphere of giving and service among NSU students (cultivate a spirit of gratitude in our students/culture of giving back).
- Cultivate young alumni participation in NSU Alumni Association upon graduation from NSU.

Proposed Mission Statement:

NSU Student Foundation purpose is to educate students on the ideas and beliefs of philanthropy through motivating students to engage in an active role for the support of their university.

How is your proposed organization different from others already on campus or what unique need does your organization meet? Cultivate young alumni participation in NSU Alumni Association upon graduation from NSU; Create an atmosphere of giving and service among NSU students (cultivate a spirit of gratitude in our students/culture of giving back); Develop philanthropy curriculum geared toward educating students about the importance of being engaged citizens with an emphasis on nonprofit organization theory, resource development, strategic planning, leadership and governance.

Describe the membership requirements of your organization: To be eligible for membership in NSU Student Foundation, one must be a full-time Northeastern State University undergraduate student, maintain a cumulative grade point average of 2.5, be willing and able to commit a minimum of three hours of service to NSU Student Foundation per week, and be in good standing with the university. All members of NSU Student Foundation will be responsible to meet the Student Foundation membership requirements for the entire academic year. Academic eligibility will be confirmed by NSU Student Foundation Advisor each semester. Attendance at NSU Student Foundation events, meetings and activities is mandatory for all members unless otherwise stated.

Proposed Organization Activities(check one of the following):

- Academic ■ Conference/Speaker □ Events with alcohol
- Fundraiser ■ On-Campus Social Event ■ Off-Campus Social Event
- Retreats ■ Service ■ Travel related event (more than 20 miles)
- Other (explain): _____

Proposed Meeting Structure (check all that apply):

- Meetings with Sponsor- how often? Bi-weekly
- Executive Officer Meetings- how often? Bi-weekly
- General Member Meetings- how often? Bi-weekly
- Committee Meetings- how often? As determined by Committee Chairperson
- Other (explain and provide contact information) _____

2007 New Student Organization Recognition Checklist

(for use after approval as new organization)

If your organization is approved as a new organization, the following checklist items must be completed, checked off, and initialed. All items must be completed prior submission to the Student Affairs Department. Questions should be directed to the Dean of Student Affairs, Laura Boren, borenld@nsuok.edu.

Executive Officer(s) and Sponsor

- Set up meeting with new organization sponsor. Provide sponsor with copy of 'Sponsor Expectation Check List' Meeting Date/Time: _____
- Review and fill out 'Sponsor Expectation Checklist' and discuss with advisor. Collect advisor's contact information at this time as well. Initial when completed_____.
- Make three copies of the completed 'Sponsor Expectation Checklist' form with student leader and advisor's agreed upon rankings. (One to sponsor, organization should keep one on file, the third should be turned in with recognition paperwork).

Basic Information

- Provide a copy of your organization's constitution. This should include the following items:
 - Mission and purpose of your organization
 - Membership requirements
 - Outline of the organizations' basic structure
 - Non-discrimination policy
 - Anti-hazing policy
 - By-laws (recommended)
 - Membership (selection, discipline and/or removal processes)
 - Officers (selection, duties, responsibilities, discipline and/or removal processes)
 - Committees (creation, membership selection, powers, and responsibilities)
 - Meetings (frequency, requirements, attendance policy, format, rules of order, and number needed for voting and amendments)
 - Financial Procedures (dues, fees, fines, collection procedures, budgets, and other processes related to organization funds)
 - Amendment Procedures (proposals, notice, voting requirements, differences in amending by laws vs. constitution)
 - Other (any other procedures that aid the functioning of the organization)
 - Initial when completed_____.
- Provide an updated list of organization officers/executive staff members. Also include meeting times and locations, and whether or not you are accepting new members, and if so who they should contact (sheet has been provided for documentation, see attached). Initial when completed_____.
- Set up a meeting between an executive officer and the Director of Campus Involvement (meetings can be set up via email- borenld@nsuok.edu). Bring email confirmation of meeting when turning in paperwork Meeting Date/Time: **6/12/2009 – 9:00 am**
Who will be attending: **Dean Boren/Penny L Moore.** Initial when completed_____.