

# Student Organization Registration Packet

LaGrange College

Year: \_\_\_\_\_

**Packet Includes:**

**Student Organization Registration Form**

**Report of Student Organization Activities**

**Alcoholic Beverage Policy**

**Sexual Harassment and Violence Policy**

**Hazing Policy**

**Statement of Validity**

**Statement of Presidential Responsibilities**

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**Sign Policy**

**Additional Forms:**

**Officer Update Form**

**Roster of Active Members**

**Event Registration Form**

**Poster Area List**

**SOAP Funds Policy and Application**

**Event Date Change Request Form**

**Room Request and Set-Up Form**

**Check List for Student Organization Registration Requirements:**

- \_\_\_\_\_ A mailing address
- \_\_\_\_\_ An e-mail address (personal or organizational) to be used for organization
- \_\_\_\_\_ A faculty or staff advisor
- \_\_\_\_\_ Completed registration packet, including signatures
- \_\_\_\_\_ Constitution
- \_\_\_\_\_ At least 4 members
- \_\_\_\_\_ President will schedule and attend a 1 hour meeting with Katie Mosley in Smith Hall 119  
(kmosley@lagrange.edu or 706-880-8112)
- \_\_\_\_\_ All organization officers will attend Leadership Academy

# Student Organization Registration Form

LaGrange College

**Organization Name** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Circle the appropriate response:**    New Organization Registration        Re-Registration

**When are meetings held?** \_\_\_\_\_        **Anticipated date of new officer elections?** \_\_\_\_\_

## Mailing Address

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Organization E-mail** \_\_\_\_\_ @ \_\_\_\_\_

## Faculty/Staff Advisor

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**E-mail** \_\_\_\_\_ @ \_\_\_\_\_

**Phone** \_\_\_\_\_

## Organization Officers

**Name** \_\_\_\_\_        **Position** \_\_\_\_\_

**Email** \_\_\_\_\_        **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_        **Position** \_\_\_\_\_

**Email** \_\_\_\_\_        **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_        **Position** \_\_\_\_\_

**Email** \_\_\_\_\_        **Phone** \_\_\_\_\_

To the best of my knowledge and my fellow officer's knowledge, all of the following statements are correct: Our most current constitution, by-laws, and those of any regional or national organization(s) are on file in the Student Involvement Office. Our members are part-time or full-time LaGrange College Students. To the best of my knowledge, the organization's purposes and its activities are not in conflict with LaGrange College purposes, regulations and policies, or with State and/or Federal laws and regulations. With this signature, I hereby give permission for the above information to be made public upon request, and give permission for Student Involvement to verify my enrollment.

\_\_\_\_\_  
Signature (Organization President)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

L# \_\_\_\_\_

\_\_\_\_\_  
Signature (Faculty/Staff Advisor)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Report of Student Organization Activities

Year: \_\_\_\_\_

Organization Name \_\_\_\_\_

1. Please attach a listing of activities and programs your organization sponsored during the past academic year, including date, name, type of program/activity, and attendance numbers. (If you are registering a new student organization, please skip this step.)
2. Please attach a list of all planned activities and programs your organization wants to host this academic year. Include date, time, location, name, type of program/activity, and expected number of participants.
3. Please attach an organization roster with names and L#'s for each active member.
4. Please check the ONE category that best describes your organization:

\_\_\_ Department/Educational - these organizations are supported by college departments and promote development in a particular academic area

\_\_\_ Honorary - recognizes high level of academic achievement and can require a demonstrated interest in a particular career or academic discipline

\_\_\_ International/Cultural - fosters cultural diversity and support for their members and the college community

\_\_\_ Professional - provides students with a preview of their anticipated professional careers

\_\_\_ Political - supports political parties, issues, and/or candidates seeking office

\_\_\_ Recreational - promote sports orientated or recreational opportunities

\_\_\_ Religious - serves as support for students of a particular religious group, denomination, or belief

\_\_\_ Service - provides volunteers for on and off campus projects

\_\_\_ Social/Special Interest - fosters social networks among students and members of a similar interest

\_\_\_ Greek - belongs to one of the nationally chartered social Greek governing councils

\_\_\_ Student Governance (SGA) - address student needs, views, and assist with decision making

\_\_\_ Other - Provide description \_\_\_\_\_

5. Please provide a short description of your organization in the space below for use on the College's website.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

# Alcohol & Drug Policy

**LaGrange College is a dry campus, as such, the possession or consumption of any alcoholic beverage is not permitted on campus. We abide by the liquor laws of the State of Georgia. Alcohol bottles, containers, or packaging of any kind cannot be present or displayed in residence hall rooms; this includes funnels, kegs, and/or empty bottles. The same applies to the illegal possession, use or sale of drugs.**

**Please refer to the Social Code in the Student Handbook in regards to additional details in regards to the alcohol policy.**

By signing this statement, I acknowledge that I have read and I understand the LaGrange College Alcohol and Drug Policy and the Social Code in the Student Handbook and I agree to abide by these regulations. All activities sponsored or required by our organization are within these policies.

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Signature - President

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Date

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Signature - Officer 2

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Date

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Faculty/Staff Advisor

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Date

# Sexual Harassment and Violence Policy

Please view LaGrange College's sexual harassment and violence policy online at the following website:

[www.lagrange.edu/titleIX](http://www.lagrange.edu/titleIX)

By signing this statement, I acknowledge that I have read and I understand the Sexual Harassment and Violence Policy on the LaGrange College website listed above and I agree to abide by these regulations. All activities sponsored or required by our organization are within these policies.

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Signature - President

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Date

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Signature - Officer 2

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Date

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Faculty/Staff Advisor

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Date

# Hazing Policy

The state of Georgia's current hazing law (G.S. 16-5-61) makes it "unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, and/or national laws. All rules and regulations of LaGrange College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (a) Coercion, either overt or covert, and (b) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new trail members will be considered covert coercion even if the activity is said to be "voluntary."

It shall be a violation for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

By signing this statement, I acknowledge that I have read and I understand the Hazing Policy and the Social Code in the Student Handbook and I agree to abide by these regulations. All activities sponsored or required by our organization are within these policies.

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Signature - President

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Date

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Signature - Officer 2

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Date

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Faculty/Staff Advisor

---

Date

# Student Organization Statement of Validity

Organization Name \_\_\_\_\_

**Title IX of the Educational Amendments of 1982, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination act of 1975 prohibits discrimination on the basis of race, national origin, creed, age, sex, marital status, and handicap in student organizations on campuses throughout the nation. Some organizations, like Greek lettered organizations and GOBS, are permitted, however, to limit membership to one gender. If you have questions, please ask Director of Student Involvement and Service Katie Mosley ([kmosley@lagrange.edu](mailto:kmosley@lagrange.edu) or 706-880-8112).**

**It is hereby certified that the above named organization will abide by and conduct its activities in accordance with State and Federal Law, its constitution and the rules, regulations, and policies of LaGrange College. It is further certified that the information appearing on and accompanying this form is true and correct.**

\_\_\_\_\_  
Signature - President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Officer 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Advisor

\_\_\_\_\_  
Date

# Statement of Presidential Responsibilities

**I understand that as *President* I have the responsibilities as stated below:**

1. To inform members of the organization that they shall be responsible for all College, local, community, state, and/or federal laws and regulations, including but not limited to the College's Alcohol and Drug Policy, Sexual Harassment and Violence Policy, Hazing Policy, and the Affirmative Action statement. As President, I may be responsible for the actions of the members of the organization.
2. To complete and obtain signatures on all provided and required forms.
3. To inform Student Involvement of any changes in organization officers, advisor(s), address, phone numbers and/or e-mail addresses.
4. To make the members of the organization aware of the policies and guidelines outlined in the College's Student Handbook.
5. To ensure that all members are enrolled as a student at LaGrange College and to remain enrolled myself at LaGrange College throughout my term of office.
6. To respond to all communication from the College that is sent to my organization in a timely manner.
7. To ensure that my duties are covered by Officer 2 of the organization if, for any reason, I cannot fulfill my duties as president.
8. To attend all Council of Presidents meeting or to delegate another member of the organization to attend when I cannot. I will ensure there is a representative from my organization at every C.O.P. meeting.

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Signature - President

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Date

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Signature - Officer 2

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Date

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Faculty/Staff Advisor

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Date



# Sample Student Organization Constitution & Bylaws Guide

Below is a sample of an organization constitution, as well as a guideline for creating bylaws. This is to help you in creating a constitution and bylaws for your organization. Should you have any questions, please do not hesitate to contact Katie Mosley, Director of Student Activities & Service at [kmosley@lagrange.edu](mailto:kmosley@lagrange.edu) or 706-880-8112.

## Constitution:

### PREAMBLE

We, the members of (insert organization name here), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

### Article I. Name

(Insert a statement of the name of the organization.)

### Article II. Purpose and/or Mission Statement

(Insert the purpose and/or aim of the group.)

### Article III. Membership

Section 1. Membership in (insert organization name here) shall be limited to persons officially connected with LaGrange College as faculty, staff, or students.

Section 2. (Insert organization name here) does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental handicap, age, or status as a Vietnam Era veteran in the selection of members.

Section 3. (Include a provision defining active membership.)

### Article IV. Officers

Section 1. The officers of the organization shall be elected from the active members.

Section 2. The elected officers of (insert organization name) shall consist of (insert officer titles – i.e. President, Vice President, Secretary and Treasurer), which shall serve as the Executive Committee.

Section 3. Elections

- A. All officers shall be elected on or before (insert date) of each year, and shall serve one-year terms.
- B. All officers shall be elected by (insert whether it's majority, quorum, etc.). Only active members are eligible to vote. (Include a provision for the instance of a tie.)
- C. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.

Section 4. Officer Duties

- A. The President shall preside at all meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty/staff advisor, and to act as a spokesperson for the organization.
- B. The Vice President shall preside at all meetings in the President's absence, and upon his/her resignation, shall become the President for the duration of his/her term. The Vice President will support the President in all special projects.
- C. The Secretary shall handle and keep a record of all business and correspondence, including, but not restricted to: recording minutes at all meetings; keeping an up-to-date file on all members; and informing members of all (insert organization name here)'s meetings and activities.
- D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.

#### Section 5. The Faculty/Staff Advisor

The Faculty/Staff Advisor to (insert organization name here) shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Advisor shall serve as a liaison with the College, and help in the transition period between officers. The Advisor will be invited to and notified of all meetings and activities.

#### **Article V. Dues and Finance**

Section 1. The Executive Committee will establish the dues for (insert organization name here) at the first meeting of the fall semester. The Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member.

Section 2. (Insert organization name here) will finance its activities through membership dues, fundraising projects, and may apply for Student Organization Assistance Program funding (SOAP) if eligible.

#### **Article VI. Meetings**

Section 1. The first meeting of the fall semester shall be held within two weeks after classes start.

Section 2. Regular meetings shall be held (insert frequency of meeting – i.e. weekly, monthly, etc.) during the school year at a time set by the organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order.

Section 4. The basic agenda at regular meetings shall be as follows:

- 1. Call to order
- 2. Roll call
- 3. Approval of minutes
- 4. Executive committee report
- 5. Committee reports
- 6. Old business
- 7. New business
- 8. Announcements
- 9. Adjournment

Section 5. (Insert a provision determining quorum).

## **Article VII. Removal from Office**

Section 1. Any (insert organization name here) officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. An affirmative vote of (insert requirement – i.e. majority, quorum, two-thirds, etc.) of all active members is required to remove the officer from office.

## **Article VIII. Constitutional Amendments**

Section 1. This Constitution is binding to all members of (insert organization name here) but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member at any regular meeting at which (insert definition of quorum) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a (insert number of votes required) affirmative vote of the active members.

## **Article IX. Ratification**

The undersigned student(s) of LaGrange College, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Bylaws:**

If the organization has bylaws, sections should cover the following:

Detailed material concerning members: rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the group so desires.

Provisions for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies.

Time and method of electing officers and duties of the officers.

Duties, authority, and responsibility of an executive committee.

The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated.

A provision for some accepted rules of order or parliamentary manual as “Robert’s Rules of Order.”

The number or proportion of the group constituting quorum.

A method to amend the bylaws, usually by a majority vote.

The constitution should always display the date it was last revised. It is a good idea to insert in parentheses after an amendment that it was passed.

\*Please note that if the organization only has a constitution and no bylaws, this information should be included within the constitution.

# Student Organization Sign Policy

Student organizations and/or non-College entities wishing to display flyers/posters/PR materials on LaGrange College property must be approved by the Dean of Students or the department responsible for the bulletin board(s) in a particular building. All printed materials may only be displayed on designated bulletin boards across campus (please see Poster Area List for a full list of approved boards); they may not be affixed to walls, windows, or doors without written permission from the Dean of Students – this includes the inability of students to hang or post anything on residence hall windows. Any materials posted that are deemed to not support the College mission may be removed at the discretion of the Dean of Students. The name of the sponsor(s) and contact information must be displayed on the posted materials.

It is the expectation that the entities that posted materials on campus are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. Student Engagement reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy will be given one courtesy warning via e-mail, after which, the organization will be fined \$50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

By signing this statement, I acknowledge that I have read and I understand LaGrange College's Sign Policy as stated above and in the Student Handbook and I agree to abide by these regulations. All activities sponsored or required by our organization are within these policies.

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Signature - President

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Date

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Signature - Officer 2

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Date

---

Faculty/Staff Advisor

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Date

# Student Organization Officer Update Form

**\*This form must be submitted to Katie Mosley in Smith 119 within one(1) week of new officer elections or any other officer change(s) that occur within the year.**

**Organization Name** \_\_\_\_\_

**Officer Information:**

**President:** \_\_\_\_\_

**Name**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**Officer 2:** \_\_\_\_\_

**Name and Position**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**Officer 3:** \_\_\_\_\_

**Name and Position**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**Officer 4:** \_\_\_\_\_

**Name and Position**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**Officer 5:** \_\_\_\_\_

**Name and Position**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**SGA Rep:** \_\_\_\_\_

**Name**

\_\_\_\_\_ **L#**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

**Advisor:** \_\_\_\_\_

**Name & Title**

\_\_\_\_\_ **Department**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Phone**

# Student Organization Membership Roster

**Organization Name:** \_\_\_\_\_

Name (First and Last)	L#	Signature
1.		
2.		
3		
4.		
5.		
6.		
7.		

**\*Additional member information can be added here:**

# Student Organization Event Registration Form

\*This form should be returned to Katie Mosley (Smith 119) 3 weeks prior to the event.

**Organization Name** \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ Desired Location: \_\_\_\_\_

If the event is outside, do you have a rain plan? YES NO Desired Rain Location: \_\_\_\_\_

Please provide a description of the event you wish to host:

Expected attendance #: \_\_\_\_\_ Is this event open to the entire campus? YES NO

Will food/drinks be provided? YES NO Will 1 or more outside vendors be used? YES NO

**Set-up Information:**

# of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_ Do you need the sound system? YES NO

Please provide any additional set-up requests below:

Do you plan to make posters and/or signs advertising this event? YES NO

If yes, please submit a copy of your poster/sign to Katie Mosley (Smith Hall 119) at least 10 days prior to the posters being hung on campus. Posters and/or signs must be approved. Please see the Poster/Sign Policy.

**Event Contact Person:** \_\_\_\_\_  
Name Phone

\_\_\_\_\_  
President Signature Date

\_\_\_\_\_  
Approval Signature Date



## Poster Area List

- Banks Hall 2nd Floor (1 poster for the business office)
- Banks Hall 3rd Floor (1 poster for Provost Garrison's office)
- Boatwright Hall Bridge Entrance to 2nd Floor (1 poster)
- Boatwright Hall Laundry Room (1 poster)
- Boatwright Hall Lobby (1 poster)
- CAB (1 poster second floor bulletin board)
- Candler Hall 1st Floor (2 posters, 1 for the side doors at both of the entrances)
- Candler Hall 2nd Floor (2 posters, 1 for the side doors at both of the entrances)
- Candler Hall 3rd Floor (2 posters, 1 for the side doors at both of the entrances)
- Dining Hall Lobby (1 poster)
- Hawkes 1st Floor Bulletin Board (1 poster)
- Hawkes 2nd Floor Bulletin Board (1 poster)
- Hawkes 3rd Floor Bulletin Board (1 poster)
- Hawkes 4th Floor Bulletin Board (1 poster)
- Hawkes Lobby (1 poster)
- Hawkins Hall 1st Floor (2 posters, 1 for the side doors at both of the entrances)
- Hawkins Hall 2nd Floor (2 posters, 1 for the side doors at both of the entrances)
- Hawkins Hall 3rd Floor (2 posters, 1 for the side doors at both of the entrances)
- Henry Hall 1st Floor (1 poster)
- Henry Hall 2nd Floor Lobby (1 poster)
- Henry Hall 3rd Floor (1 poster)
- Henry Hall 4th Floor (1 poster)
- Henry Hall 5th Floor (1 poster)
- Library Archives (1-2 posters depending on how many we have)
- Manget (1 poster, second floor lobby area)
- Patio Kiosk (2 posters)
- Science Building (1 poster, 2nd floor lobby bulletin board, may have to move some stuff around the make it fit)
- Smith Hall 1st floor (2 posters for the student engagement bulletin boards)
- Smith Hall 2nd Floor (1 poster outside the housing office)
- Smith Hall 3rd floor (1 poster on bulletin board)
- Turner 1st Floor (Boopie) Bulletin Board (1 poster)
- Turner Hall Lobby (1 poster, near Securitas office)



Student Organization Assistance Program (SOAP) Application



Organization's Full Name: \_\_\_\_\_

Type of Organization (Circle only one): Athletic – Greek – Honorary – Interest/Independent – Spiritual Life – Service

Contact E-mail: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Brief description of activity (include date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your presentation should meet the following criteria:

- Attire should be business casual; presentations will occur at EC meetings (8:30 pm on Thursday)
- Prepare a presentation not exceeding 10 minutes, allowing for adequate time for questions and answers.
- How does this activity support LaGrange College's mission of "Challenging the Mind & Inspiring the Soul"?
- How does this request benefit the entire LC student population?

Will the activity occur on campus? (Circle One) YES NO

ITEM	PURPOSE	ANTICIPATED COST
ANTICIPATED TOTAL COST		

This form must be filled in completely and should be submitted no later than one academic month before the funds are needed. Applications must be submitted to the Dean of Students Office (Smith 124)

Office Use Only:

Date Submitted: \_\_\_\_\_

SOAP Committee Approval: YES NO

\_\_\_\_\_  
SGA Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Granted

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Student Organization Assistance Program  
(SOAP)



**Name:**

Student Organization Assistance Fund

**Purpose:**

- A. The Student Organization Assistance Fund shall exist through the Student Government Association (SGA) to aid campus organizations in the implementations of their events or programs.
- B. A portion of the budget that SGA receives each year will be set aside solely for the purpose of assisting campus organizations. The amount will be set by the SGA Executive Council and the Dean of Students.
- C. To be eligible, the group requesting funds should be an officially recognized organization on campus and have a representative (typically the President) participate in the Council of Presidents.
- D. Decisions regarding funds will be made by the SGA executive committee; typically funds over \$500 will not be given.

**By Laws:**

Any organization that wishes to request funds must adhere to the following guidelines:

1. It is required of your organization to prepare a presentation before the SGA Executive Committee prior to a decision as to funding the SOAP Request. Presentation guidelines are listed above.
2. The President of the organization (or member in charge, if there is no President) must request an application from the SGA Treasurer or the SGA Advisor (applications also available on-line)
3. The application should be completed and turned in no later than two weeks before the funds are needed. The earlier that the funds are requested, the more likely SGA will have funds left to distribute.
4. The application will be reviewed by the SGA Executive Body and the organization requesting funds will be notified of the committee's decision within two weeks of the submission.
5. To be eligible for funds, your organization's president (or delegate) must be present at least one C.O.P. meeting per month throughout the year. Your organization's representative must be present at the first COP meeting of the year in the Fall. It is also expected that your delegate attend Town Hall meetings.
6. SOAP funds will generally not be used to fund organization t-shirts or other promotional materials; the only exception being materials used supporting a philanthropy or in conjunction with event held on campus that is open to the entire student population.
7. When submitting your organization's first SOAP application, provide any projected events or activities that may need funding later in the year.

Any organization that receives funds must adhere to the following steps when using their allocated funds:

1. All monies must be well-documented and turned into the SGA Treasurer. This includes all receipts or invoices, as well as written documentation of why the money was spent. (Attached to the receipt form)
2. Failure to do this may result in, but not limited to, being prohibited from being allowed to request funds in the future and being required to repay the funds granted.
3. Misuse of funds will not be tolerated, and any evidence of such misuse will result in referral to the Dean of Students.

The funds will be distributed in a continuing manner throughout each semester. Half of the total amount will be allocated to each semester. Organizations are encouraged to plan and apply early since once the money is gone, it's gone.

# Student Organization Event Date Change Request

*Please complete this form and return it to Katie Mosley (Smith 119) at least 2 weeks prior to the date(s) requested. If this form is turned in late, your date may not be approved. Please review the campus calendar before selecting your desired date(s). If you have questions, please contact Katie Mosley at [kmosley@lagrange.edu](mailto:kmosley@lagrange.edu).*

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

Previous planned date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Change Request: Choice #1 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Choice #2 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Choice #3 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Reason for date change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this event on campus? YES NO

If yes, where on campus? \_\_\_\_\_

Will your event require a room reservation and/or set-up? YES NO

If yes, have you submitted a Room Request Form? YES NO

\*If yes, you will need to submit an updated Room Request Form if your date change request is approved.

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Date Submitted: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Submitted by: \_\_\_\_\_

Approval? YES NO

If no, explain: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

# Student Organization Room Reservation & Set-Up Request

*Please complete this form and return to Katie Mosley (Smith 119) at least 3 weeks prior to event.*

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Alternate Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Event:  Lecture  Meeting  Social  Other

If *other*, please describe event: \_\_\_\_\_

\_\_\_\_\_

Event Start Time: \_\_\_\_:\_\_\_\_ am/pm Event End Time \_\_\_\_:\_\_\_\_ am/pm

Set-up start time: \_\_\_\_:\_\_\_\_ am/pm Clean up end time: \_\_\_\_:\_\_\_\_ am/pm

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

## Event Location

Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Choice #3: \_\_\_\_\_

## Event Set-Up

# of tables: \_\_\_\_\_

# of chairs: \_\_\_\_\_

Is technology needed? YES NO

If yes, please describe the technology needs: \_\_\_\_\_

\_\_\_\_\_

Will food and/or drinks be served? YES NO

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Submitted by: \_\_\_\_\_

Date submitted to National: \_\_\_\_/\_\_\_\_/\_\_\_\_ Confirmation sent: \_\_\_\_/\_\_\_\_/\_\_\_\_