

STUDENT ORGANIZATION REGISTRATION FORM

June 1, 2025 to May 31st 2026

Name of organization: _____

Name and Signature of the Faculty Advisor: _____

Organization's Downstate Email Address (if applicable): _____

Organization registration expires every May 31st

In order to maintain/continue active registration **organizations must re-register every year and submit a new form anytime leadership changes**. If your organization fails to complete registration, your funds will be frozen and your organization will not receive any of the benefits granted to registered student organizations.

We do not recognize co-positions (1 person per position)

Vice-President cannot be a graduating students (unless your program is only 1 year)

The four main executive board positions should not be students from the same graduating year/academic program (unless your program is only 1 year)

Student Life is authorized to release your contact information to students and campus offices seeking information about your organization. Student Life will not release personal contact information when requested by person(s), groups, organizations, or other entities from outside the University. As executive officers of this organization, we agree to abide by Student Life policies and procedures for Downstate student organizations, Downstate policies and procedures, and the Chancellor's guidelines. We understand that violations of any rule or regulation may result in the suspension of the privileges of this organization. It is also understood that as a registered organization, this organization acts as a private affiliate and receives the privileges outlined in University policies and procedures. The University does not endorse the individual mission, goals, or purposes of any organization nor allows any organization to act on behalf of the University. Student Life is authorized to check the academic standing of organization officers. All organization officers are required to be in good academic standing.

My information below confirms my organization's agreement of the above statements

President: _____ **School and Anticipated Grad Year:** _____

Downstate Email Address: _____ **Cell Phone #:** _____

Gmail: _____

Vice President: _____ **School and Anticipated Grad Year:** _____

Downstate Email Address: _____ **Cell Phone #:** _____

Treasurer: _____ **School and Anticipated Grad Year:** _____

Downstate Email Address: _____ **Cell Phone #:** _____

Secretary: _____ **School and Anticipated Grad Year:** _____

Downstate Email Address: _____ **Cell Phone #:** _____

Is the organization affiliated with any non-SUNY Downstate entity? ☐ Y ☐ N

If yes, what entity and what is the relationship? _____

Approved-DMC Student Life By: _____ **Date:** _____

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Other E-Board Positions (if applicable)

If your E-Board has other positions you want recognized, provide their information below. Use as many pages as needed. (ex: community service chair, events chair, social media chair):

E-Board Position Title: _____

Name: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

E-Board Position Title: _____

Name: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

E-Board Position Title: _____

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Downstate Email Address: _____ Cell Phone #: _____

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Club Roster Form Template - Use multiple pages if needed. *Other formats are also acceptable.*

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