

# AFFILIATION FORM

To be turned into Office of Student Activities when applying to be a registered student organization.

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

**Description of Organization:** Give a brief description of the organization’s purpose and proposed activities. Note: If/when your group is approved this is the description that will be used in the Student Handbook as well as on the Student Activities website. Please be as thorough and descriptive as possible.

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

Is your organization composed of at least 50% Willamette University students?     Yes     No

**Contact, Budget Officer & Advisor Information**

Any changes to the below information should be **immediately** filed with the Office of Student Activities.

**Primary Student Contact:** \_\_\_\_\_

Box Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Primary Budget Officer** (*Can be the same as the primary student contact*): \_\_\_\_\_

Box Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Advisor and Officer Signatures:** Read the Officer and Advisor Responsibilities (see page 4) and sign below.

We verify that we have read and understand the Officer and Advisor Responsibilities. We verify that the information supplied on this application is, to the best of our knowledge, correct. We also agree to hold these positions until an information change has been filed with the Office of Student Activities.

Student Contact’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Affiliation Questions:** Answer these questions to help the Committee on Student Organizations (COSO) understand your organization’s plans and potential impact on the Willamette community. Feel free to answer these questions on a separate page if needed.

Why does Willamette need this group and how will it benefit our students and community?

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How does this organization support the educational mission of the University (listed on page 4)?

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Are there other organizations at WU with similar goals to yours?  Yes  No

If yes, please list those other groups below.

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If yes, please describe how you group meets a different need(s) than that of the other group(s).

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If yes, please describe how you plan to work with the other group(s).

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What type of activities do you foresee your group organizing and/or participating in?

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If activities include regular practices, games, or tournaments, please describe how you plan to secure the necessary field, court, or other spaces needed.

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What are your plans for the transition of leadership from year to year within this organization?

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In 5 years what types of things do you hope this organization will have accomplished?

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Will students in this organization receive academic credit for their involvement?  Yes  No

If yes, please describe how this group is a student-driven initiative.

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**Finance Questions:** Answer these questions to help the Committee on Student Organizations (COSO) understand your organization's financial needs. Feel free to answer these questions on a separate sheet if needed.

Will you be asking for funding from ASWU?  Yes  No  
If yes, for what?

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From what alternative sources (fees, dues, fund raising, department support, etc.) will you also seek funds?  
Note: ASWU funding is limited and you should not expect it to fund all of your organization's budgetary needs.

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Is this organization affiliated with a national organization?  Yes  No  
If yes, which one?

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If yes, does this national organization require dues or other regular payments?  Yes  No

If yes, please explain how this organization will meet these funding requirements.

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**Primary Function/Type of Organization:** Select the *one* category that best describes the purpose of your organization based on the descriptions provided below.

**Academic:** Group seeks to further intellectual goals, specific to a subject area. Group is linked to and supported by an academic department.

**Greek:** Group is a social fraternity or sorority recognized and supported by the Interfraternity Council (IFC) or Panhellenic Council (PHC). All groups within this classification must first be established and recognized as an interest group. See the Willamette University Greek Organization Recognition Procedures for more information.

**Honorary:** Group membership is based on merit, accomplishments, honors, or qualifications in specific areas.

**Media:** Group exists to promote interest in, creation of, and appreciation of literary or visual media (e.g., newspaper, radio, magazine, etc.).

**Multicultural:** Group exists to educate, engage, and support cultural knowledge and identities that may include but is not limited to: social justice issues, traditions, celebrations, or intersections of culture in daily life.

**Performing Arts:** Group exists to promote interest in, creation of, and appreciation of performing arts (e.g., vocal, instrumental, dance, theater).

**Religious:** Group exists to educate, engage, and support religious and/or spiritual growth, belief, or affiliation.

**Service:** Group exists to promote interest and support experience in service to community through volunteering and service-learning opportunities.

**Social & Support:** Group exists to foster relationships and serve as a support system for students' social interests, past times, and causes (e.g., political affiliations, advocacy groups, and hobbies).

**Sports & Recreation:** Group exists to promote interest in, experience in, and appreciation of physical games, sports, and outdoor activities. All groups within this classification are required to attend the Sport Club Council meetings. Participation in Sport & Recreation Organizations is limited to enrolled students (as defined by the Registrar) at Willamette University.

## Keep a copy of this form for your records!

### Officer Responsibilities

This section is to be read by the organization president(s) or official representative(s).

- We have read and are aware of the policies regarding student organizations at Willamette University (available at <http://www.willamette.edu/dept/osa/orgs/>).
- We affirm that neither the organization nor the officers or members acting on behalf of the organization will represent itself or themselves as official "agents" of Willamette University, and that any licensed Willamette University seals and marks will be used in accordance with university licensing procedures.
- We understand that we may not sign any contracts on behalf of our organization or Willamette University.
- We affirm that this organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation.
- We affirm that the officers of this organization are currently enrolled, full-time Willamette University CLA students with a cumulative grade point average of 2.5 or higher and that voting membership is limited to full-time Willamette University students. Following any election, an officer update form reporting the names of new officers will be submitted to the Office of Student Activities.
- We affirm that this organization will abide by all university, local, state and federal policies, regulations and laws.
- We understand that this organization may be required to purchase additional event insurance for some large scale events held on campus.
- We understand that this organization is required to have a full-time faculty/staff advisor and is responsible for finding an advisor.

### Advisor Responsibilities

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following functions:

- Have concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group's constitution.
- Schedule specific times during which the organization members may consult with you.
- Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
- Encourage the organization to function within University guidelines and not condoning any activity that does not keep with the letter and spirit of University policy. Each advisor should be knowledgeable about University policies and keep current copies of the *Student Handbook* and *Selected Policies Manual* as valuable resources in understanding these policies.
- Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
- Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
- Attend meetings of the organization advisors when requested by the Office of Student Activities.
- Provide a signature for any documents requiring an advisor signature.
- Be present on the campus for the entire academic year, by not going on sabbatical or taking a leave of absence. Faculty and staff are not eligible to serve as a student organization advisor unless they have a regular presence on the campus.
- By reading this agreement, the WU faculty/staff member certifies that s/he will fulfill the duties of a student organization advisor to the best of his/her ability and that s/he has read the *Student Travel Procedures for the Advisor/Coach*.

### Willamette University's Mission Statement

Willamette University is an independent, nonsectarian institution of higher learning founded in 1842, which educates men and women in the liberal arts and in selected professional fields. The University's mission now extends far beyond from the Oregon Territory and the Pacific Northwest to encompass the larger world beyond. In its pursuits, Willamette University: cherishes the dignity and worth of all individuals, and strives to reflect the diversity of our world; encourages close relationships among faculty, students, and staff to enhance learning and foster community; provides a lively and challenging education in a small university setting where teaching and learning are strengthened by ongoing scholarship and research; embraces a commitment to service and leadership in our various communities and professions; honors its historic roots in The United Methodist Church and values the ethical and spiritual dimension of education; believes that education is a lifelong process of discovery, delight, and growth, the hallmark of a humane life.