New Organization Registration Form
Part 1

The ESM Students’ Association aims to support an organizational system which allows students to pursue their interests while focusing their energy in ways that promote community on the Eastman Campus. The Nine Principles were designed to encourage collaboration, community-focused programming, and fewer self-serving activities: Clear and Focused Mission, Membership, Community Focused Spending, Inclusion, Uniqueness, Programming Publications, Activities and Collaboration (P.P.A.C.), Future Leadership Development, Evaluation/Assessment, and Fiscal Responsibility. In an effort to gain better data on the groups under the Students’ Association and help groups achieve their goals, all students interested in starting a new organization must address each principle and the resource section. Please type your answers. After completing Part 1, contact the SA VP to meet and attach a copy of your answers to the email.

NAME OF STUDENT ORGANIZATION: ____________________________________________________________

A CLEAR AND FOCUSED MISSION
All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational and co-curricular goals for the Eastman School of Music including: freedom, autonomy, community and responsibility as well as improving the ESM community and undergraduate experience.

What would your mission statement be?

MEMBERSHIP
All student organizations are required to maintain and demonstrate an active general membership sufficient to accomplish the groups’ missions and meet the SA Principles of a Student Organization. In order to ensure accurate reporting, the groups’ members must confirm their involvement in the group.

Please provide a list of 8 interested undergraduate students along with their class year.

COMMUNITY-FOCUSED SPENDING
Each SA funded group must serve the diverse members of the SA. Groups that simply consume SA funding solely on their members are of no value to the general student body or the betterment of the campus community. This community-focused spending can take many forms, including educational opportunities, community building activities, and entertainment. SA funded groups must also educate the general student body about the group’s mission, activities, and goals to ensure a diverse learning experience for all students on campus.

How would you accomplish this if you were to use SA funds to support your group’s mission or activities?

INCLUSION
All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the Eastman School of Music.

How will you be an inclusive organization?
UNIQUENESS
All student organizations must be unique and distinct from all other student organizations.
Please describe what makes this group unique and distinct from all other student organizations; be specific.

PROGRAMMING, PUBLICATIONS, ACTIVITIES and COLLABORATION
All student organizations are required to demonstrate through initiatives, programs, events, publications, and meetings that they are active within the campus community. Collaboration and co-sponsorship among organizations has been found to be successful at community building.
What programs, publications, activities, and/or collaborations will you hold throughout the academic year?

FUTURE LEADERSHIP DEVELOPMENT
All student organizations must invest in the future leadership of the organization in order to maintain their recognized status. This should include recruitment, leadership opportunities, and training for younger members. Such activities are essential to enhance an organization’s chance of succeeding and persisting.
What type of leadership development will you provide to your members and future leaders?

EVALUATION/ASSESSMENT
All student organizations are required to evaluate their programs, publications, and activities. Organizations that evaluate and assess their mission, programs, publications, and activities are able to evolve and remain sustainable.
How will you maintain these records?

FISCAL RESPONSIBILITY
SA funded groups or organizations have a responsibility to uphold and abide by NYS laws, SA Spending Guidelines, and University Finance Policies. Groups will be evaluated on their ability to adhere to the SA Principles, accomplish the items listed in their mission statements, and use their resources in a fiscally responsible, reasonable, and forward-looking manner. By signing below you are indicating you will uphold spending guidelines and University Finance Policies:

______________________________  ____________________
Name  Signature

ANTICIPATED RESOURCES NEEDED
Eligible new student organizations may apply for funding each academic year during the budgeting cycle, or would be eligible for additional funding in the interim.
Submit a proposed budget and explain how this funding will support the mission of the new organization; be specific.

Please list all equipment or supplies needed to fulfill its program, publication, or activity needs.

Please indicate your meeting and program space needs and their frequency.
New Organization Registration Form
Part 2
Eastman School of Music
STUDENTS’ ASSOCIATION

Please complete form and submit to the Office of Student Activities after the SA VP has approved your preliminary status.

Name of Organization: __________________________________________________________ Date: ________________

Classification (as determined by SA Exec and the Office of Activities)

☐ Awareness/Cultural ☐ Class Council ☐ Club ☐ Club Sport
☐ Community Service ☐ Entertainment Programming ☐ Fraternity/Sorority ☐ Political
☐ Pre-Professional ☐ Publications/Media ☐ Religious ☐ Student Government

SA Vice President Signature: ________________________________________________ Date: ________________

(This begins 30 Day preliminary period.)

Signatures:
All organizations must receive a signature from an advisor in the Office of Student Activities. Additional advisors are encouraged, but it is recommended they are members of the ESM community.

Office of Student Activities Advisor (primary):
Advisor’s Name (print): ____________________________ E-mail: ____________________________
Advisor’s Signature: __________________________________ Phone: ____________________________

Secondary Staff/Faculty Advisor:
Name (print): ____________________________ E-mail: ____________________________
Advisor’s Signature: __________________________________ Phone: ____________________________

Please list any additional non-ESM advisors and their email:
____________________________________________________________________________________________________________

Printed Name: ____________________________ Signature: ____________________________

Officer Title: ____________________________ Class Year: ____________________________

Mobile: ____________________________ Email: ____________________________

For office use only:
Prelim period start _____________________ prelim period end _____________________

☐ Constitution on file ☐ Interest Meeting ☐ List of Members ☐ Exec Board ☐ P.P.A.C.

☐ Eligible for Additional Funding ☐ Not Eligible

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