



**Office of Student Activities**

Coppin State University  
2500 West North Avenue  
Baltimore, Maryland 21216-3698  
Office: 410-951-3922 Fax: 410-951-3923

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Dear Perspective & Returning Student Club/Organization & Advisors:

This letter is to inform you that election time for the 2009-2010 school year has arrived. According to the Student Handbook elections are to take place no later than **April 20<sup>th</sup>** of each year. In addition, registration packets are due to the Office of Student Activities no later than **May 1<sup>st</sup>** of each year.

In order for your club or organization to be recognized for the upcoming school year the following must be submitted with your registration packet:

- Your club/organization constitution and by-laws, including a mission statement.
- A list of student members (minimum of ten students) with identification numbers.
- Completed event request forms for each event for school year.
- One student per officer position listed.
- Recommendation of Advisor(s). (must be CSU Faculty/Staff)

Enclosed you'll find the registration packet. Should you have any questions please do not hesitate to contact me at 410-951-3922 or via email [JBryant@coppin.edu](mailto:JBryant@coppin.edu).

Sincerely,

*Mrs. Joselyn Bryant-Webb*  
Director of Student Activities

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Club/ Organization: \_\_\_\_\_ Year \_\_\_\_\_ Date \_\_\_\_\_

**Club/Organization Officer Information**

Officers Position	Name	Email Address	Telephone Number
President			
Vice President			
Treasurer			
Secretary			
Faculty Advisor(s)			
Senator	1.)		
Senator	2.)		
King			
Queen			

**For Office Use Only**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed Registration Form<br><input type="checkbox"/> Completed Membership Form<br><input type="checkbox"/> Informed Student Senate of Eligibility _____.<br><input type="checkbox"/> Letter with Policies and Procedures on _____. | <input type="checkbox"/> Constitution & By-Laws<br><input type="checkbox"/> Advisor letter<br><input type="checkbox"/> Letter from Advisor |
|--|--|

Signature: _____ Date: _____
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## **Responsibilities of Faculty/ Staff Advisors to Student Clubs and Organizations**

1. The responsibilities of the faculty/ staff advisor will be that of a resource person. He or she will present ideas that the students may consider.
2. All recognized student clubs/organizations by the university must have an approved advisor who is a full-time employee at Coppin State University.
3. The faculty/ staff advisor will be recommended by the members of the organization and submitted to the Director of Student Activities.
4. The person serving as advisor(s) to a club or organization must sign the Advisor Acceptance Form within the clubs & organizations registration packet.
5. If an advisor cannot be present at an approved activity, he/she must submit the name of his/her substitute to the Director of Student Activities along with a signed statement form. The form must indicate the substitute's willingness to represent for the event at least two (2) University working days prior to the date of the approved activity.
6. **Failure of the advisor or substitute attendance, for the duration of the activity, will result in cancellation of the activity by authorized personnel in charge of the facility being used.**
7. The faculty/staff advisor's signature of approval must appear on all documents pertaining to that prospective student club or organization's operation.
8. If any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Director of Student Activities to seek mutual understanding. The final decision rests with the Office of Student Activities.
9. If a faculty/staff advisor feels that he/she cannot support a decision made by a student club or organization, he or she may express his/her lack of support by informing the Director of Student Activities and the members of the organization.
10. If for any reason a student club or organization's advisor(s) cannot continue to serve, they must notify the club or organization and submit a letter to the Director of Student Activities stating the reason why they must discontinue in that capacity.
11. No advisor can serve as advisor to more than two organizations during any academic session.



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**Memorandum**

**To:** Mrs. Josalyn Bryant-Webb  
Director of Student Activities

**From:** \_\_\_\_\_  
Name of Club/Organization

**CC:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Re:** Recommendation of Advisor

This is to recommend the following person(s) to serve as advisor(s) to our club or organization for the \_\_\_\_\_ academic school year.

**CSU Faculty/Staff Name:** \_\_\_\_\_

**Department/Office Location:** \_\_\_\_\_ **Number:** \_\_\_\_\_

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**\*In signing your acknowledging you understand and will adhere to all responsibilities laid out in this registration packet for advisors.**

I will serve as advisor to the above club or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Clubs or Organization Membership Roster

Club or Organization \_\_\_\_\_ Academic Term \_\_\_\_\_

Name	Student Identification	Classification
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