

April 9-13, 2007

Organization Date Selection Form

Date Selection for all organizations wishing to have a week to display their organization's memorabilia and to have dances on Friday and Saturday of their week will be held on April 9 through April 13, 2007, beginning at 9:00 A.M. at B12 Scruggs University Center (SUC).

All organizations desiring to use the name of Lincoln University or any campus facility for dances or planned activities are required to complete the attached Student Organization Information Form (SOIF). Dates will be received and assigned on a **first come, first serve** basis. When completing your Date Selection form, you will meet with the Director of Student Life to schedule another date.

- The **SOIF form** is the official registration form that allows the organization to be considered a **registered campus organization**. Before an organization will be allowed to choose dates, the organization must be in good standing with the SGA and with the University. New registration forms will not be accepted without the advisor's signature, complete address, and telephone number.
- **Any recognized campus student organization** desiring to use University space, **for any reason**, must complete the proper paperwork (Reservation Form) and turn it in before any other organization or department requests that date.
- Dates will not be granted to organizations until the Reservation Form has been completed and approved. The Friday and Saturday dance nights will be considered reserved until two weeks before the organization's week.
- The **Reservation Form must be turned in or the nights will be released**. Sunday through Thursday, day and evening, may be reserved by any organization providing the Reservation Form is turned in on time.
- **Any event that is cancelled without notification could result in the organization's remaining activities being cancelled.**
- Organizations must register planned activities with this office **at least two (2) weeks** in advance of the actual activity. **Organizations will have no control over what is scheduled before, during or after their event, by the Student Activities Office.**
- Organizations will be allowed to reserve one week per semester. After the first week of classes of the academic year, organizations will be allowed to select any available dates weekends. However, approval of these dates will be at the discretion of the Director of Student Life.

Registration is an annual process and certification of registration, once granted in an academic year, will continue for the duration of that academic year, including the summer session unless withdrawn by the University. SOIF's will be sent to all previously registered and approved organizations on campus. For any new organization on campus that has not previously been through the registration process, assistance will be provided in the Student Life office.

For regulations on use of University facilities, see the LU Student Handbook.

Organization Date Selection Form

Note: Turn this form in immediately. Dates will be assigned on a first come, first serve basis. This is not the organization registration form; this is the date selection form. Organizations will forfeit their week if they do not register the organization by the end of the first week of classes, of the academic year. NO exceptions will be made.

Name of Organization

New Officers will be elected for our organization on _____

Dates Selected:

First Choice: _____

Second Choice: _____

Current President:

Name: _____

Address: _____

Phone: _____

Advisor:

Name: _____

Address: _____

Phone: _____

Co-Advisor:

Name: _____

Address: _____

Phone: _____

Advisor Signature

Date

For Proper Processing

A. Attach Organization’s Constitution if constitution is not on file (i.e. newly formed organizations).

B. Tentative Program for School Year Other Than Dances

Proposed Activity	Date	Place
1. _____		
2. _____		
3. _____		
4. _____		

C. Requested Week for Dances, Displaying Banner and Memorabilia

1st Semester: _____ 2nd Choice: _____
2nd Semester: _____ 2nd Choice: _____

Weekend Dance Nights will be held on the Friday and Saturday evening of your assigned week. Location will depend on availability. Friday and Saturday nights are the only nights guaranteed to your organization.

As stated in the Lincoln University Student Handbook, on page 65, “Completion and filing of the Student Organizational Approval Form confirms the dates requested.” The programs and dates of any planned activity must be approved on the Departmental/Organizational Reservation Form. This reservation form can be obtained at 210 SUC and B12 SUC. Until the Reservation Form is filled out and approved, all dates except dances are on a “first come, first serve basis.”

****NO ACTIVITIES WILL BE HELD WITHOUT THE PROPER RESERVATION FORM FILED IN 210 SUC. RESERVATION FORMS FOR DANCES MUST BE FILLED OUT AND FILED WITHIN TWO WEEKS OF REQUESTED DANCE NIGHTS.****

As stated in the Lincoln University Student Handbook , “All students organizations are required to do their own set-up and will be responsible for the post cleaning and tearing down of their set-ups....”

As stated in the Lincoln University Student Handbook , “No student shall knowingly engage in hazing either as a perpetrator or a recipient. No student shall encourage, aid or assist any other student(s) in the commission of an act of hazing. Any violations of sections (a) and (b) above shall be deemed “hazing” within the meaning of Lincoln University policy.

As Advisor and President, we understand and will enforce these policies:

Signature of Advisor

Signature of Organization President

PLEASE ATTACH A TYPED LIST OF ADDITIONAL MEMBERS' NAMES TO THE
REGISTRATION FORM

NOTE: There will be limited office space available for campus organizations. Do you wish to be
considered for available office space? Yes _____ No _____