

# Xavier University

## Club/Organization

# Re-Activation Packet

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All recognized clubs/organizations are required to complete the Re-Activation packet documents annually in order to continue to have the following privileges:

- reserving space on-campus;
  - advertising events and programs;
  - accessing Xavier funding resources;
  - opportunity to do fundraising;
  - a campus mailbox inside the SGA Suite in Gallagher (ML #2128);
  - an affiliated relationship with the University;
  - and more!
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Below is a list of the documents required for Re-Activation of privileges for Clubs/Organizations by the Student Government Association and Xavier University:

- Club/Organization Activation Form
- Club/Organization Officer & Membership Roster
- Advisor Agreement Form

## 2009-10 CLUB/ORGANIZATION ACTIVATION FORM

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

**Mission/Purpose:** \_\_\_\_\_

**Check the box for type of organization:**

- Academic                       Service or Justice                       Recreational                       Honorary
- Leadership                       Special Interest                       Cultural                       Arts
- Student Working Group                       Social Service Fraternity/Sorority

**Club E-Mail Address:** \_\_\_\_\_ **Club Web Address:** \_\_\_\_\_

**Club Account #:** \_\_\_\_\_

**Contact Information:**

**PRESIDENT:** \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_ XU Phone: \_\_\_\_\_

Title/Role @ Xavier: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ XU Mail Location: \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_ Primary Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_ Primary Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

*Attach a list of any/all additional officers, their title and e-mail addresses  
along with your membership list.*

*If you do not have a membership list already created, please use the one available on the  
Student Involvement website under Club Activation materials.*

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**Club Activation Form is due May 15, 2009  
in the Student Government Office, Gallagher Suite 210.**



## ADVISOR AGREEMENT FORM

I certify that \_\_\_\_\_ is the advisor to \_\_\_\_\_  
(Print Advisor Name) (Print Club Name)

and that said advisor has been informed of the provisions of the Association Constitution concerning advisors and that the membership thereof agrees to the relationship between the advisor and the group.

*Note: An advisor to a Xavier University recognized student organization, must be a full-time employee of Xavier University with rank as a faculty member or administrator. Organizations may choose to have co-advisors and in such case an Advisor Agreement Form is required of both advisors. Clerical and/or support staff may serve in a co-advisor role, but cannot serve as the sole advisor to a student organization.*

The provisions concerning advisors are:

The advisor will assist the students in the group with their own development as individuals and the development of the group as an institution. The advisor will serve as an ethical counselor to the group and inform members of University policy that may apply to their activities or decisions.

The senior student officeholder of each branch, body, organization and club of the Association will certify in writing the name of that group's advisor. This certification shall include a statement that the advisor has been informed of the provisions of the Association Constitution concerning advisors and that the advisor and the members of the group agree to the relationship between them. A new certification will be made each time the group is granted a status or a renewal of that status, or at least once an academic year.

In addition to the provisions stated in the Association Constitution, the advisor also promises to remain active in the club by attending all club meetings, serving as a chaperone for club events and meeting with the executive club members on a regular basis.

Additional advisor responsibilities according to the needs of this individual club include (Individual club officers outline additional expectations below):

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Advisor Printed Name

\_\_\_\_\_  
Club President Printed Name

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at Xavier University.

**This form must be submitted with your Club Activation Forms annually or with an original Request for Club/Organization Recognition Request Form. Please return to the Student Government Office, Gallagher Suite 210.**