



## MORAVIAN COLLEGE

Live. Learn. Enjoy.

Dear Student,

Congratulations, you have taken the first step to becoming a recognized club/organization at Moravian College!

The Center for Leadership and Service encourages the formation of new clubs/organizations that meet the interests of students. Student clubs/organizations enhance our community in many ways and tap into the variety of interests of our students. We encourage students to explore multiple areas of interest when they arrive on campus as members of an enriching academic, social, and recreational community.

In addition to supporting the educational goals of a liberal arts education, students find many other benefits to participation and leadership in clubs/organizations. Each of these is useful to students pursuing internships, summer work, and in other career development areas.

|   |   |
|---|---|
| ♀ Development of leadership skills                                | ♀ Improvement in communication skills                     |
| ♀ Training in leadership development                              | ♀ Exercise in time management                             |
| ♀ Opportunities to problem-solve                                  | ♀ Application to career interests                         |
| ♀ Exploration of personal, political, social, and other interests | ♀ Hands-on experiences in groups, teams, committees, etc. |
| ♀ Enhancement of social skills                                    | ♀ Habits in community involvement                         |

Organizations at Moravian College must be established for purposes that are consistent with the broad educational mission of the College and must engage in activities that do not violate local, state, federal laws, or any campus policies.

As you begin to form your organization, review the attached documents that outline the steps to become a recognized club by Moravian, as well as steps to becoming a USG chartered organization. Additionally, you will find a list of resources for student organizations and the privileges and responsibilities of clubs/organizations.

Should you have any questions about forming a student club or organization, contact me by phone or email to set-up a time to meet.

Katie L. Dantsin  
Director of Leadership Development  
Center for Leadership and Service  
610-861-1498  
[kdantsin@moravian.edu](mailto:kdantsin@moravian.edu)







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### Steps to Forming a New Student Club/Organization

#### STEPS TO BECOME A RECOGNIZED CLUB BY MORAVIAN COLLEGE *(Required for all student organizations.)*

-  Complete “Intent to (Re) Organize” form and submit to the Director of Leadership Development, Katie Dantsin. Organizations that have completed this form will be considered in “pre-recognition” or “pre-registration” status. This status is only good for one academic year once received.
-  Complete the “Club and Organization Registration” form and submit to the Director of Leadership Development, Katie Dantsin. In order to complete this form you will need to provide the following.
  - Names of Student Leaders and Name of a faculty or staff advisor
  - Description of Organization and Membership Roster (each club must have at least five student members)

At the same time you are completing this process, you may want to work with USG to charter your club with USG.

#### STEPS TO BECOME A USG CHARTERED ORGANIZATION *(Required for all student organizations with financial transactions.)*






-  Contact [usg@moravian.edu](mailto:usg@moravian.edu) with a brief description of the organization. The Director of Club Relations will respond to your email with additional information.
-  Recruit five undergraduate students interested in joining your organization. Begin to meet regularly with members and keep minutes of organizational meetings and activities.
-  Identify and meet with a faculty or administrator who will serve as the organization’s advisor.
-  Write a constitution and submit to the USG Director of Club Relations. USG will consider approval of constitutions only after one semester of activity of the organization. After reviewing the organization’s constitution, the USG Legislature will determine if a charter should be issued for the organization.

#### RESOURCES FOR STUDENT ORGANIZATIONS








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|--|--|
| <b>Moravian College Forms for Clubs/Organizations</b> <ul style="list-style-type: none"><li>▪ <a href="#">Club Registration Form</a></li><li>▪ <a href="#">Student Leader Guide</a></li><li>▪ <a href="#">Off Campus Trip Packet</a></li><li>▪ <a href="#">Advisor Manual</a></li><li>▪ <a href="#">Club Sports Manual</a></li></ul> | These documents are found at <a href="http://www.moravian.edu/clubs">www.moravian.edu/clubs</a> and are available as PDFs.   |
| <b>USG Home Page</b>   | <a href="http://www.moravian.edu/usg">www.moravian.edu/usg</a>   |
| <b>Event Management/<br/>Room Reservation Request Form</b>   | <a href="http://home.moravian.edu/public/stusvc/hub/reservations/index.asp">http://home.moravian.edu/public/stusvc/hub/reservations/index.asp</a>  |
| <b>Media Services Request Form</b><br>(Via AMOS Administrative Services/Center for Information Technology/Media Services/Request Media Services)   | Via AMOS at<br><a href="https://amos.moravian.edu/ICS/Administrative_Services/Center_for_Information_Technology/Media_Services/Media_Services.jnz?portlet=Make_a_Request&amp;screen=RequestForm&amp;screenType=next">https://amos.moravian.edu/ICS/Administrative_Services/Center_for_Information_Technology/Media_Services/Media_Services.jnz?portlet=Make_a_Request&amp;screen=RequestForm&amp;screenType=next</a> |
| <b>Fundraising Application Form</b>  | <a href="http://home.moravian.edu/public/stusvc/hub/fundraising/index.asp">http://home.moravian.edu/public/stusvc/hub/fundraising/index.asp</a>  |
| <b>HUB Student Guide</b>   | <a href="http://home.moravian.edu/public/stusvc/hub/pdfs/guide.pdf">http://home.moravian.edu/public/stusvc/hub/pdfs/guide.pdf</a>  |
| <b>Center for Leadership and Service Calendar of Events</b>  | <a href="http://home.moravian.edu/public/stusvc/leadership/calendar/index.html">http://home.moravian.edu/public/stusvc/leadership/calendar/index.html</a>  |
| <b>Club/Organization Directory</b><br>(Via Amos at Campus Life/Leadership Center)  | Via AMOS at<br><a href="https://amos.moravian.edu/ICS/icsfs/MORAVIAN_COLLEGE_Organizational_Directory_May_2012.pdf?target=b309e54d-80da-43c8-9201-ebc03ee80fb4">https://amos.moravian.edu/ICS/icsfs/MORAVIAN_COLLEGE_Organizational_Directory_May_2012.pdf?target=b309e54d-80da-43c8-9201-ebc03ee80fb4</a>   |

# STUDENT CLUB/ORGANIZATION PRIVILEGES AND RESPONSIBILITIES



## ORGANIZATIONS IN PRE-RECOGNITION WILL BE GRANTED THE FOLLOWING PRIVILEGES

-  Scheduling and use of Moravian College facilities, e.g. HUB, PPHAC, etc.
-  Photocopying requests in the Center for Leadership and Service
-  Invitation to participate in New Club Officer Dinner and Workshop
-  Membership on the Club Officer and Club Advisor e-mail distribution list
-  Publicize events through various outlets on campus





## ORGANIZATIONS RECOGNIZED BY THE COLLEGE WILL BE GRANTED THE FOLLOWING PRIVILEGES

-  All items noted in the above list of privileges of pre-recognition organizations
-  Sponsoring programs and activities both on- and off-campus
-  Reserving of Media Services equipment and event support
-  Recruitment opportunities at Admissions events
-  Inclusion in the Club and Organization Directory (posted on AMOS and College web page)
-  Conduct fundraising on campus (with appropriate communication with Ann Claussen, Director of Event Management and the HUB) for your organization, philanthropy, or affiliated organization
-  Inclusion in Moravian College publications, as appropriate

## ORGANIZATIONS RECOGNIZED BY USG WILL BE GRANTED THE FOLLOWING PRIVILEGES

-  Recognition as a USG chartered organization
-  Eligibility to submit an annual budget in the spring

## ALL ORGANIZATIONS (PRE-RECOGNIZED, RECOGNIZED, OR USG CHARTERED) MUST UNDERSTAND THEIR RESPONSIBILITIES AS ORGANIZED GROUPS AS FOLLOWS

-  To notify the Director of Leadership Development, and if chartered by USG, the Director of Club Relations, regarding changes to officers or advisors.
-  To maintain financial accounts through the Business Office at Moravian College. Organizations may not have off-campus bank accounts.
-  To adhere to local, state, and federal laws.
-  To comply with College policies expressed in the Student Handbook or through departmental policy. Failure to observe these policies may result in appropriate disciplinary actions.

## QUESTIONS

Contact Katie Dantsin, Director of Leadership Development.

Office Location: Center for Leadership and Service, HUB

610-861-1498, [kdantsin@moravian.edu](mailto:kdantsin@moravian.edu)

[www.moravian.edu/leadership](http://www.moravian.edu/leadership)

Contact USG

Office Location: Center for Leadership and Service, HUB.

610-625-7780, [usg@moravian.edu](mailto:usg@moravian.edu)

[www.moravian.edu/usg](http://www.moravian.edu/usg)



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### Intent to (Re) Organize Form

*Complete this form to complete the pre-recognition process for new clubs/organizations.*

Name of Organization: \_\_\_\_\_

The organization is (check one): ☐ New Group ☐ Reorganized Group (one that has existed previously)

If a reorganized group, please indicate the name(s) that the group has previously been known as below.

What is the purpose of this group?

Student Contact Person:

Expected Graduation (Mo/Year):

Phone Number:

Email:

☐ Yes ☐ No

I have questions about starting a new organization. Please contact me to schedule a meeting regarding this new organization. *You may note specific questions you have on the back side of this form.*

Signature of Student Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*Please return this completed form to the Center for Leadership and Service. Forms can be placed in the mailbox of Katie Dantsin, Director of Leadership Development, located on the top right corner of the mailboxes near the printer.*