WELCOME! Your decision to join the Pace community is commendable. This packet of information is designed to give you all the tools necessary to start a club or an organization here at Pace University. Enclosed are the forms to be submitted. Please drop off the completed paperwork at Campus Activities and schedule an appointment with:

Hope Riley
Assistant Director of Campus Activities
Center for Student Development and Campus Activities
41 Park Row, 8th Floor
(212) 346-1890

to review policies and procedures.

The Center for Student Development and Campus Activities exists to help you and your organization attain excellence. We want you to succeed!
GENERAL REQUIREMENTS FOR STUDENT ORGANIZATIONS

Student organizations must maintain official recognition by the University in order to be eligible for the services and funding extended through the Center for Student Development and Campus Activities. To be eligible for Student Government Association contingency funds, organizations must be sanctioned by the Student Government Association as well. All recognized student organizations are expected to operate within Pace University Policies and Procedures.

To be officially recognized, a student organization must provide the Center for Student Development and Campus Activities with:

1. A charter of constitution, pending approval by S.G.A. or G.S.C.; and

2. A completed fact sheet listing membership of at least 10 currently registered students with minimum C.Q.P.A.'s of 2.0 (Officers must have a minimum 2.5 C.Q.P.A.); and

3. The contact information of its faculty/staff advisor.

Organizations that are sanctioned by the Center for Student Development and Campus Activities and Student Government Association are primarily intended for undergraduate students. Graduate students may be members of SGA-sanctioned student organization. However, they may not hold office in such organizations. The only exceptions to this policy are B.B.A./M.B.A. students.

Recognized graduate student organizations must be sanctioned by the Center for Student Development and Campus Activities. They are eligible for separate contingency funds.

Please consult the Student Organization Resource Manual for more information on policies and procedures.

GOOD LUCK!
Congratulations on agreeing to serve as a student organization advisor.

An Advisor:

- Is knowledgeable of the organization's constitution and history, which may include major changes in the group's goals and purpose.

- Familiar with the policies of the University.

- Encourages and assists with the planning of events.

- Encourages successful evaluation of each event promptly following the event.

**Advisor Confirmation**

I __________________________, agree to be the advisor to

__________________________, for the _________ school year.

________________________________________

SIGNATURE

DATE

Hope Riley
Assistant Director of Campus Activities
Center for Student Development and Campus Activities