



## Student Group Registration Packet

Thank you for your interest in starting a new club at SFAI! This packet contains all the information you need to register your student group and get started with your programming ideas. Registering your organization is easy, and once your group has been approved, you'll be eligible for some fabulous campus perks, including:

- priority access to campus facilities and resources.
- special funding consideration from Student Union and LOGS.
- the privilege of advertising your programs and events on SFAI's official Event Calendar.
- recognition on the "Clubs & Organizations" section of the SFAI website.

To become a recognized student group, complete the Student Group Registration packet. You must have at least four members to start a group, and you must also have a staff or faculty advisor. New groups should review the Student Group Discipline Policy below and become familiar with campus policies and procedures.

Once I receive your registration form, you will be able to submit budget requests for events and activities to Student Union.

I'm here to help SFAI's student groups succeed, so please do not hesitate to contact me if you have any questions or concerns. I'll even assist you in finding an advisor if that's what you need! You can turn in completed registration forms at the Student Affairs Office or email them directly to me.

I look forward to working with you and the other members of your new student group!

Best,  
Anthony Molinar  
Assistant Dean of Students  
[amolinar@sfai.edu](mailto:amolinar@sfai.edu)  
TEL. 415.749.4524

# STUDENT GROUP DISCIPLINE POLICY

## DEFINITIONS OF TERMS

1. "Authorized representatives" means those persons who are designated as authorized representatives of a registered student group with the Student Affairs Office.
2. "Notify" or "notice" means written notification delivered in person, or sent via email, student mailbox, or regular mail to the last known address of the person being notified.
3. "Registration" or "registered" denotes student groups officially recognized by the Student Affairs Office.
4. "Institute properties" means any and all of the buildings and grounds owned, leased, or rented or in use for SFAI-related functions by SFAI.
5. "Business days" refers to the ordinary days of operation of the Institute and do not include weekend days or holidays for which the Institute is closed.
6. "Group advisor" must be a current SFAI staff or faculty member assigned to sponsor a registered student group.

## DENIAL OF REGISTRATION TO A STUDENT GROUP

The Student Affairs Office may refuse registration to a student group for the following reasons: (1) failure to follow established Institute procedures for registration of student groups; (2) membership in the student group is open to persons who are not Institute students, faculty, or staff; (3) the Statement of Purpose includes activities that are clearly contrary to Institute policies or regulations.

Upon the denial of registration, the Assistant Dean of Students shall immediately notify the applicant of the denial, the reasons therefore, and the right to appeal. Denial of registration as a student group may be appealed within five business days to the Dean of Students.

## DENIAL OF USE OF INSTITUTE PROPERTIES TO AUTHORIZED REPRESENTATIVES

The use of Institute properties may be denied to authorized representatives if: (1) the proposed activity is clearly contrary to express Institute policies or regulations concerning the general use of properties or use of specific properties; or (2) is likely to harm the safety or welfare of persons or property.

Upon the denial of the use of Institute properties, the Assistant Dean of Students shall immediately notify the applicant of the denial, the reasons therefore, and the right to appeal. The Student Affairs Office shall maintain a permanent file of any denials it issues for review by members of the campus community.

Denial of requests by registered student groups to use Institute properties may be appealed within five business days directly to the Dean of Students, and ultimately to the Vice President of Enrollment and Student Affairs.

## IMPOSITION OF SANCTIONS

If a registered student group or member acting on behalf of group violates or is alleged to have violated any Institute policy or regulation previously published, or about which it knows or reasonably should know, in the conduct of its activities on or off campus, the Student Affairs Office will promptly notify the authorized representatives of the student group, including the student group advisor, and, if their whereabouts are known, all of the persons alleged to have committed such acts, of the violations alleged, and engage in such discussion, counseling, and conciliation concerning the alleged violations.

If informal discussion, counseling and conciliation efforts fail to resolve the matter, or if, in the professional judgment of the Assistant Dean of Students, sanctions should be considered, the case will be referred to the Dean of Students. Notification of the referral and the nature of the complaint(s) will be provided to the student group's authorized representatives and group advisor.

Upon receipt of a referral, the Dean of Students will administer and coordinate the adjudication of the case, including authorization of any sanctions imposed. Sanctions imposed on individuals or the group as a whole may include, but are not limited to: (1) warning; (2) the application of specific terms and conditions to the use of all or specified Institute properties for a definite period of time; (3) restitution for damages to properties; (4) suspension for a period of time; (5) revocation of group registration; (6) probation of any of these sanctions for a period of time on condition of compliance with Institute policies and regulations.

Upon the imposition of any sanction, the Dean of Students shall immediately notify the authorized representatives of the organization and group advisor of the sanction(s) imposed, information regarding the right to appeal, and the procedures therefore. Sanctions imposed on student groups may be appealed to the Vice President of Enrollment within five business days of the date of imposition.

Nothing herein precludes the imposition of sanctions on individuals who have committed acts in violation of Institute policies or regulations. In other words, individual student discipline may occur concurrently with student group discipline.

## New Advisor Agreement Form

In addition to working with the Assistant Dean of Students, student groups will also work with a faculty or staff advisor. This person will serve as an additional resource for the student group, and can provide expertise in the development and promotion of group activities and events.

The advisor supports the group with the following:

- Provide guidance to the group's leadership.
- Assist the group in developing programs and activities that advance the group's purpose.
- Connect the group with speakers, organizations, and other valuable resources that would enhance group activities.
- Communicate with their academic department and/or administrative division regarding the group's activities with the intention of culling additional faculty and staff support for group endeavors.
- Encourage educational opportunities in group functions.
- Support the group by understanding and upholding SFAL's policies and procedures.

Student Group Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

### Advisor Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

As the undersigned advisor, I have read the role of a student group advisor and I agree to serve as a resource to this group and provide expertise in the development and promotion of group activities and events.

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advisor signature

\_\_\_\_\_ date

## New Student Group Registration Form

Student group name: \_\_\_\_\_

**Group type (circle one):**

academic	cultural/ethnic	religious
athletic/recreational	political/social justice	social
community service	pre-professional	other: _____

Departmental affiliation: \_\_\_\_\_ National affiliation: \_\_\_\_\_

**Group members** (A minimum of 4 is required. Additional members should be listed on a separate sheet of paper):

**1. Primary Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Student ID# \_\_\_\_\_

**2. Member:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Student ID# \_\_\_\_\_

**3. Member:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Student ID# \_\_\_\_\_

**4. Member:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Proposed meeting schedule:**

**Frequency (circle one):** weekly bi-weekly monthly bi-monthly other: \_\_\_\_\_

**Day of Week (circle one):** Monday Tuesday Wednesday Thursday Friday Saturday Sunday

**Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **Location:** \_\_\_\_\_

**Advisor Information** (Please have advisor fill out the attached Advisor Agreement Form as well):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Circle one: Faculty Staff Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

