

New Group Registration Application

General Information

Organization Name:

Primary Contact Name:

Primary Contact Role/Position:

Primary Contact Email:

Secondary Contact Name:

Secondary Contact Role/Position:

Secondary Contact Email:

Group Details

1. Mission Statement

State the primary mission of the organization:

2. Group Category

Select the single category that best represents the organization's mission:

- ☐ Academic / Pre-Professional
- ☐ Arts / Performance
- ☐ Community / Public Service
- ☐ Cultural / International
- ☐ Greek Life
- ☐ Instructional / Competitive (non-sports)
- ☐ Media / Publication
- ☐ Peer Education / Support
- ☐ Political / Advocacy
- ☐ Religious / Spiritual
- ☐ Special Interest
- ☐ Sports / Recreational
- ☐ Student Governance

3. Campus Niche

Explain how your organization addresses a unique need not currently met by another registered group. Please list all organizations that have a similar mission and explain how your organization is distinctly unique with no crossover. Please refer to the [PennClubs](#) database to view a list of registered clubs.

Group Structure

4. Leadership Structure

Provide a description of the executive board structure. Include officer titles and functions:

5. Meetings and Transitions

Frequency of executive board meetings:

Frequency of general body meetings:

Timing of officer transition:

Method of transition (election, appointment, application, interview, etc.):

6. Recruitment Process

Describe eligibility criteria and the recruitment/selection process:

Required Documentation

The following documents must be submitted in PDF format along with the Application form.

1. Constitution – Governing document outlining mission, structure, board roles, and officer transition procedures.
2. Activities/Events and Expenditures – List of all sponsored activities and incurred expenditures from the previous academic year (if applicable).
3. Membership Roster – Names, officer positions, and emails of all board members; include names of general body members.

All documents must be submitted in a single email to vpul-orgs@pobox.upenn.edu. Applications can be submitted at any time during the month of October. The deadline for submissions is October 31st, 2025.

Please use this file naming convention for the documentation:

[Organization Name] – New Group Application – Fall 2025.pdf

[Organization Name] – Constitution – Fall 2025.pdf

[Organization Name] – Activities and Expenses – Fall 2025.pdf

[Organization Name] – Membership Roster – Fall 2025.pdf

**New Group Decision Notifications
will be sent the week of Dec 1st.**