



## Student Organization Registration Checklist

These are the steps that all student organizations must complete to be registered by the Office of Student Activities. By registering with this office your organization is entitled to access your budget, a mailbox, reserve campus facilities, and post on bulletin boards.

Please check off each step after you complete it and keep this form for your records.

Student Organization Name: \_\_\_\_\_

Date checklist received by organization: \_\_\_\_\_

- Pick up a Student Organization Registration packet from the Office of Student Activities
- Select an Advisor who is a staff, faculty or administration member
- Organize a meeting to recruit members
- Return all completed Registration materials to the Office of Student Activities
  - Registration Form
  - Member List
  - Advisor Agreement (signed by advisor and organization leader)
  - Hazing Compliance Form
- Write a Constitution and give a copy to the Office of Student Activities
- Sign up for a financial workshop and have a member (preferably the treasurer) attend\*
- Register to have a table at the Student Activities Fair

\* This step does not apply to Greek organizations and groups who do not receive university funds.



## Student Organization Registration Form

Date: \_\_\_\_\_

Please PRINT all information.

Name of Student Organization \_\_\_\_\_

Office Location \_\_\_\_\_ Phone \_\_\_\_\_

Name of Primary Student Contact \_\_\_\_\_ Phone \_\_\_\_\_

Street Address of Student Contact: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Name of Advisor \_\_\_\_\_ Phone \_\_\_\_\_

Office Location \_\_\_\_\_ Email \_\_\_\_\_

The Office of Student Activities lists all student organization information on the University website. If you do not want information released, please check all that apply:

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

Officer's Names/Numbers \_\_\_\_\_

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

Advisor's Name/Number (check w/ advisor) \_\_\_\_\_

### Organization Officers:

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

\_\_\_\_\_  
Name Title Phone Email

**Members:** (use other side if necessary)

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

**Note:** Please check your mailbox at least once a week during the semester. For any information regarding the mailboxes call x.8127 or visit the Office of Student Activities in the Campus Center, Room 213A.