SECTION 1: INSTRUCTIONS

To register your student organization:

1. Complete this Registration form.
2. Have your Organization Faculty/Staff Advisor complete the Advisor Agreement.
3. Return the signed forms to the Student Life Office. Call 826-8088 for more information.

The registration process is separate from the Student Senate Budget Allocation process. For information on budget allocation issues, please contact a Student Senate Officer.

SECTION 2: GROUP STATUS

Please check the appropriate box:

- New Student Organization  Please submit a copy of your constitution along with this registration form.
- Registration Renewal  If you have made changes to your constitution in the past year, please submit a current copy of the document along with this registration form. If you are not sure that we have a recent update, please feel free to come by our office and check.

SECTION 3: GROUP INFORMATION

Organization Name:__________________________________________________________________________

Please list a brief description of your organization (This description may be included on the Student Organization website and other publications):

________________________________________________________________________________________________________________________________________________

Primary Organization Contact Information  (This should be the student name and email address you want made available to other campus community members and published on the Student Affairs website for the 2005-2006 Academic Year.):

Name ____________________________________________  Email ________________________________

In what month are officer elections held? _________________ Approximate number of members: Male _____ Female ____

Meeting Information:  Time_________________  Day _________________  Location __________________________

URL of your organization’s Web page __________________________

- We would like our group’s web page to be linked from the Student Organizations main website.

The primary contact who is responsible for maintaining your organization’s web page this year:

Name ____________________________________________  Email ________________________________

SECTION 4: ORGANIZATION ROSTER

In the space below, or on an attached sheet, please provide your membership roster.  This information is tracked for recognition and alumni contact purposes.  If you add or change members throughout the year, please provide the updated information to our office.
Congratulations! You’re almost done! To complete the process:

- Attach a new or updated Constitution for your group.
- Make sure your Advisor completes an Advisor Agreement form and returns it to the Student Life Office.
- Complete the Statement of Commitment sheet and return it to the Student Life Office.
- Complete this form and return it to the Student Life Office.
- New organizations will need to be approved after all paperwork has been completed.

PLEASE NOTE: In addition to other privileges of Registration for your group, Student Senate requires that your organization be registered in order to receive budget allocation funds. If you have any questions about the budget allocation process, please contact a Student Senate officer.