This process is occurring at a different time than last year in order to align with Student Senate Budget Hearings. Only organizations that complete registration may attend hearings.

Registering as a student organization with the Office of Student Involvement and Student Senate is a yearly process that allows student organizations to maintain the privileges afforded to them by Student Senate, including, but not limited to: access to Senate funding; advertising on campus; use of university facilities; and services provided by the Office of Student Involvement. Failure to register will cause your organization to become inactive until all processes are completed.

To make the process easier, below is a checklist of items needed to complete the registration. Please acquire all information below PRIOR to filling out the form.

__Organization Name

__Select when officer elections occur

__Constitution/Bylaws (upload in Word or PDF) (Fraternity/Sorority see FAQs)

__Adviser: Name/E-mail/Office numbers must have a full time faculty/staff adviser

__President/Vice-President/Treasurer: name/e-mail/cell phone/Student ID

__Affiliations with local/regional/national organizations (name/website)

__Links to: Facebook/Twitter/webpage the organization utilizes, listserve names

__Number of Members (membership rosters will be required to be submitted beginning Fall 2013)

__Short statements on organizational purpose/scope of activities

__3 SMART goals for the upcoming academic year (S:specific; M:measureable; A:attainable; R:realistic; T:timely)

__Statement on how your organization manages associated risk (official risk management policies also accepted).

__Agreement statements: Educational Sessions/non-hazing/non-discrimination/Code of Conduct & Ethics

__Select a classification for your organization
FAQs

Does our organization need to register? YES. All student organizations at Wittenberg University must register on a yearly basis. This is to make sure all information is up-to-date with the Office of Student Involvement and Student Senate; in addition, it allows organizations to take advantage of all the opportunities afforded to registered student organizations.

How long is the registration form? The registration is 6 pages long. The checklist above outlines all the information needed. Gather the information in the checklist PRIOR to filling out the form. This will make the process very simple. With all information gathered, the form should take you no more than 15 minutes to fill out.

Our organization is a Fraternity or Sorority, do we still need to register? Yes. However, because you are a fraternity and sorority, you do not need to submit your constitution or bylaws, per inter/national organization guidelines. We still require other items to keep records up to date, populate our student organization directory, and make sure the acknowledgement statements are communicated equally to every student organization on campus.

Our organization does not qualify for Student Senate funding; do we still need to register? YES. All student organizations must register. This is to keep records up to date, as well as to make sure your group can take advantage of the many other opportunities afforded to student organizations including using space on campus and advertising.

Our organization does not know/does not have a faculty staff adviser, what do we do? All student organizations must have a full-time faculty or staff member as an adviser. If you do not have an adviser currently, please contact the Office of Student Involvement as soon as possible. We will help you identify a great adviser. The office number is (937)327-7815, or stop by on the main level of the Student Center.

Why are you asking for our organizations Facebook, Twitter, listserves, and webpage? This is extremely important for many reasons. One is to connect interested members to your organization. Another reason is as agents of the university, it is important to manage communication avenues, especially with many of these sites being open to the public. Listserves are important to manage with the Solutions Center to help transition ownership of these lists over time.

What are these Educational Sessions, and why do we have to go to four of them? These educational sessions are designed to make sure your officer team has all the tools to make your organization the best it can be. Each year we will offer many options for your team to choose from. Two of these must be attended—the Presidents Leadership Seminar and the Treasurer’s Workshop. The other two required sessions will be your team’s choice. These will vary on topics from CPR certification, marketing, event planning, to programming with alcohol. We left a spot for you to include suggestions for sessions your group would like to see in the registration form! These sessions will change each year to respond to your needs.