



## Introduction

To become a registered student organization (RSO) at Carl Sandburg College, follow these steps:

1. Complete registration form by the deadlines for both semesters.
2. Attach a copy of the organization's constitution and by-laws with the application.
3. Return the completed form with a copy of the organization's constitution to the Office of Student Life. If there are any questions, please contact the Coordinator of Student Life. A notice of approval by the Student Government Association (SGA) will be sent to the advisor via letter or email.

## Eligibility

Registration of student organizations is an ANNUAL process that entails responsibilities and confers rights, including funding eligibility and access to college facilities and services. Groups may register during any semester, but are encouraged to register in the fall semester.

Your signature on the registration form means that your organization agrees to comply with all college policies regarding student organizations. If at any time the organization no longer meets eligibility, it is no longer entitled to the privileges granted to registered student organizations and is obligated to inform the Office of Student Life. For a description of qualifications for eligibility, review the criteria found in the Student Organization Handbook and SGA By-Laws.

The organization should:

1. Be composed of students currently enrolled at Carl Sandburg College.
2. Be related to student life on campus.
3. Be controlled and directed by students who attend Carl Sandburg College. At least three student leaders must be listed on this form in addition to an advisor.
4. Enlist the support of a faculty or staff member to be an advisor who is currently employed on a part-time or full-time basis with the college.
5. Prepare a Constitution that outlines your organization name, purpose, governances/operating procedures, etc.
6. Participate in community service activities.
7. Abide by all regulations specified in the Student Organization Handbook and SGA By-Laws.
8. Each student organization is responsible for assuring that its membership procedures and service provisions are nondiscriminatory.

## INSTRUCTIONS

### Section A – Organization Information

1. Organization Name – Full name of the organization.
2. Classifications – Read all classifications and select the box the appropriately describes the status of the organization.
  - New Organization (Student Organization has never been registered with SGA)
  - Continuing Organization (Organization was an active Student Organization at the end of the most recent academic year)
  - Returning Organization (Organization was NOT an active Student Organization at the end of the most recent academic year but has registered before)
3. Organization Mission – This concise statement could be published in various locations.

4. Organization Type – Listed below are eight categories by which student organizations may be classified in the Office of Student Life records and other publications. Select the ONE category that best describes your organization.
  - Academic/Educational –Serve to meet the academic and educational needs of students.
  - Ethnic/Cultural –Focus on ethnic, cultural, and diversity issues, and meet the needs of minority or unrepresented students.
  - Honor/Recognition–Serve as honoraria or recognize significant academic, service and/or leadership.
  - Recreational/Sports –Focus on meeting the recreational/sports needs of students.
  - Religious/Spiritual –Focus on meeting the spiritual needs of students.
  - Service –Provide opportunities for student involvement in community service and service learning.
  - Social –Meet the needs of students in social settings.
  - Special Interest –Meet the needs of other student interests.
5. Membership Requirements – List any requirements for membership eligibility.
6. Typical Organizational Activities – List the types of activities that your organization will be sponsoring or providing for the membership.

#### Section B – Membership Fees

1. Indicate the amount of dues to be paid (if any) and whether they are monthly, yearly, or semester dues.

#### Section C – Fundraising Programs/Activities

1. List the type(s) of fundraising programs or activities the organization plans to participate in during the year.
  - All minor and major fundraising activities (car washes, bake sale, etc.) must be approved by the Office of Student Life.

#### Section D – Community Service Component

1. Each organization is expected to become active in the community through volunteer activities. List activities that your organization will become involved in as an organization throughout the year: (Examples might include food/clothing drives, visiting nursing homes, yard work, etc.)

#### Section E – Advisor

1. Each organization must have a college staff or faculty member serve as their advisor. List all contact information available for the organization advisor.

#### Section F – Student Officer Information

1. The president and other officer information is a way for the Office of Student Life and SGA to communicate with the organization. The president's information may be shared with college officials to facilitate communication with student organizations. All student and advisors listed on this form will be kept on record in the Office of Student Life.
2. Frequent correspondence via email will occur during the academic year. Much of the communication provided by the Office of Student Life and SGA will be conducted via email; thus it is imperative that student organization leaders check their email on a regular and continuing basis.
3. List two phone numbers (if applicable) where student leaders may be reached. All information needs to be filled out completely in order to be presented to the Office of Student Life.

#### Section G – Members

1. List all active members for the organization, including their contact information.



**Section A – Organizational Information**

Academic Year: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Classification (check one):  New Organization  Continuing Organization  Returning Organization

Organization Mission (from constitution): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Type (check only ONE type):

- Ethnic/Cultural  Academic/Educational  Religious/Spiritual  Social  
 Service  Honor/Recognition  Recreational/Sport  Special Interest

Membership Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typical Organization Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B – Membership Fees**

Amount: \_\_\_\_\_ (Circle one): Monthly Yearly Semester No Fees

**Section C – Fundraising Program/Activities**

\_\_\_\_\_  
\_\_\_\_\_

**Section D – Community Service Component**

\_\_\_\_\_  
\_\_\_\_\_

**Section E – Advisor**

Faculty/Staff Advisor: \_\_\_\_\_

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

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

**Section F – Student Officers**

1. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

4. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

5. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

6. Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_



My signature indicates that I will inform others in my organization about college policies affecting us and will assure that we comply with policies found in the Student Organization Handbook and SGA By-Laws. My organization complies with college rules prohibiting unlawful discrimination and will maintain all other eligibility requirements for registration. I understand that the Office of Student Life will check my academic record for my cumulative grade point average, along with the academic records of the other potential student leaders on this registration form.

The information presented above is complete and accurate. The above-named student organization agrees to comply with the college Non-Discrimination Policy, Code of Conduct, and all other policies governing student organizations and related activities, as published by Carl Sandburg College.

I have included a copy of our most current constitution and/or by-laws with this application.

President \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_