

STUDENT ORGANIZATION ANNUAL REGISTRATION

HOW TO REGISTER

01 GET STARTED / *NOW Meeting*
You must first attend a New Organization Welcome (NOW) Meeting. In this meeting, you will briefly discuss your goals and plans for your new organization as well as the registration process with a member of the Student Activities team. You can expect this meeting to take about 15 minutes.

Once you have had your NOW meeting, you will be able to officially register your organization through the online management system through a link provided to you by your meeting facilitator.

02 REGISTER / *Select your window*
Registration Windows occur twice each academic year. Your window is based on when your elections are held. **Changing your organization's registration window is a change Student Activities must make. If your registration window needs to be changed, please email us at csls@osu.edu*

June - September Elections - Autumn Registration window opens on August 1 and closes on October 15
October - November Elections - We recommend moving your elections to better align with a window
April - May Elections - We recommend moving your elections to better align with a window

03 TRAINING / *Learn the job*
Training Sessions are required for your President, Treasurer, and Advisor(s). Advisors complete training every two registration years. Presidents and treasurers complete training every year.
Register at:
http://activities.osu.edu/involvement/student_organizations/training/

04 ONLINE FORMS / *Submit your info*
Online Registration Forms
Update every year with your organizations latest information.

05 APPROVALS / *Ask your advisor*
Online Advisor Approvals are needed for registration and goals.

06 CHECK IT OFF / *Complete checklist*
Missing something?
Make sure that you've completed all required items, and that your status is updated before the end of your registration window.

Check the online management system to assure all requirements have a Y next to them.
http://activities.osu.edu/involvement/student_organizations/

WHATS A STATUS?



ACTIVE

Registration has been fully completed before your window has closed.

You have access to many resources including: funding, meeting space, and more!

New/Re-Established I and II: organizations that have been registered for less than 2 continuous years or organizations with less than 15 members; all registration requirements completed before the window is closed.

Established: organizations that have been registered for at least 2 continuous years and have at least 15 members; all registration requirements completed before the window is closed.



PENDING

Registration is in-progress and your window is still open.

You only have partial access to University resources.



INACTIVE

Registration has not been fully completed before your window has closed.

You have no access to University resources.

Turn that frown around!

Inactive status is not permanent.

Just complete missing information to regain your "active new/re-established I" status.

CHECKLIST

- ✓ PRESIDENT TRAINING
- ✓ TREASURER TRAINING
- ✓ ADVISOR TRAINING
- ✓ GENERAL INFO
- ✓ TWO ONLINE ADVISOR APPROVALS
- ✓ CONSTITUTION
- ✓ GOALS
- ✓ ROSTER
- ✓ CLERY REPORTING



REQUIRED INFORMATION



CONSTITUTION

- Purpose statement
- Officer titles and duties
- Member selection and removal process
- Officer selection and removal process
- Non-discrimination statement



GENERAL INFO

- Advisor's approval
- List all target demographics
- Meeting date and time
- Election Month



ROSTER

- 3 Primary officers
 - President
 - Treasurer
 - Secondary Leader
- Advisor
- All other officers and members
- At least 5 Ohio State members



GOALS

- Set at least two goals
- Advisor's approval

WHAT IS THE STATUS OF MY ORGANIZATION?

Check your organization's status at:
http://activities.osu.edu/involvement/student_organizations/

How to register:
http://activities.osu.edu/involvement/student_organizations/registration/

Resources:
http://activities.osu.edu/involvement/student_organizations/resources/