

## Most Important Information for Student Organizations

- All student organizations must have two advisors and constitution/bylaws.
- All student organizations must be registered and approved by the Student Activities Coordinator every academic year (Registration/Intent to be Active Form).
- All new student organizations must fill out a registration form (Registration/Intent to be Active Form).
- All new organizations will be considered “unaffiliated” for 2 years and cannot receive funding from student activities for those 2 years. Political and religious organizations will not be eligible for funding at any time.
- Must be active (meet at least once per month) to receive funding from student activities. If you continue to be inactive, you will lose funding.
- Minutes from meetings must be turned in to Student Activities Coordinator (electronically or hard copy).
- Room 160 is available for meetings. Must be scheduled ahead of time.
- Use Activity Request Form in a timely manner and all activities must be approved first by the Student Activities Coordinator.
- If using student activities funds, proper procedures must be followed when making purchases and will be denied if not followed (i.e. proper forms completed, 7 day rule for food purchases)
- If using student activities funds, food requests must be turned in at least 7 business days in advance for proper approval which includes the signatures of the Student Activities Coordinator, Dean of Student Affairs, and the President.
- Flowers (real and artificial) cannot be purchased using student activities funding.
- Raffle/lottery type activities are prohibited (by order of the Dean of Business Affairs).
- Monies must be properly handled by advisor/treasurer. Bank accounts set-up and signature authority required.
- Soliciting for donations must be pre-approved by the Student Activities Coordinator and the Advancement Office. There is a special form from the Advancement Office that the donor must fill out and then be returned to Advancement.
- Any mail that comes to the Student Activities Coordinator will be forwarded on to the student organization/club advisor.

**For more detailed information on any one of these issues, please look in the Guidelines, Policies, and Procedures for Student Organizations. If you do not have a copy, please let me know. Of course, you can always contact me.**

**Thank you,  
Rae Ann**