

GUIDE TO ESTABLISHING & REGISTERING CAMPUS ORGANIZATIONS

PROCESS

Step One

- Create a purpose statement
- Identify membership
- Select a faculty/staff advisor
- Define officers – minimum of president (or equivalent) and one additional officer responsible for finances (if applicable) and record keeping; both must have a 2.0 cumulative GPA

Step Two

- Obtain and complete the Campus Organization Registration Form in the Student Activities Office (SAO), Room 200 Slayter Hall
- Submit form to the administrative assistant in the SAO
- Once registration is confirmed, organization receives privileges of a registered campus organization (Tier 1)

Step Three, if desired

- Determine if campus organization would like recognition by the Denison Campus Governance Association (DCGA)
- Contact DCGA Rules Committee Chair to review criteria for recognition
- Submit requested information to DCGA Rules Committee and receive benefits of recognition upon approval (Tier 2)

PRIVILEGES

Tier 1 – *obtained when registration is confirmed by the SAO*

- Reserve rooms on campus & information tables in Slayter
- Have a campus organization mailbox in Slayter
- Participate in the campus involvement fair
- Appear in SAO publications & apply for co-sponsorship
- Reserve sound equipment
- Receive SAO programming updates via president (or equivalent)

Tier 2 – *obtained when DCGA recognition is granted*

- Opportunity to archive organization constitution
- Ability to apply for DCGA funding annually
- Access to banner room and supplies

EXPECTATIONS

- Complete & submit registration form as directed every semester
- Complete & submit officer turnover form immediately following the appointment/election of new officers
- Maintain consistent communication with designated advisor
- Ensure organizational representation at all campus organization workshops presented by the Student Activities Office
- Abide by all campus organization policies, located in the Denison Student Handbook

RELEVANT DEFINITIONS

Campus organization

A group of Denison Community members organized and established for a specific purpose that furthers the mission of Denison University

Purpose statement

Concise definition of the organizations' mission and intentions, including membership selection

REGISTRATION CONFIRMATION

Upon submission of a new or renewing campus organization registration form, the SAO will begin the confirmation process, which includes the following:

Review of the purpose statement

If there are any questions about the purpose of the organization, or its consistency with the University mission, the president will be contacted

Advisor acceptance

The SAO will contact the designated advisor to confirm his/ her role with the organization

Notification

The president will be notified in writing of the organization's registration approval

Timeframe

The intention is for registration confirmation to be provided within 7-10 days. Questions about the organization's purpose or advisor may delay this process

ADDITIONAL RESOURCES

Organization registration

The form that must be completed & submitted to the SAO every year

Officer turnover

Form must be completed after every appointment/ election

Room reservations

Pamphlet outlines rooms available for use & phone numbers to call for reservations; separate form to use the 3rd floor Slayter for weekend programming

Fundraising/information tables

Complete the Fundraising/ information table registration form for approval

Co-sponsorship

Complete the co-sponsorship application packet