

Student Organization Registration Checklist

You'll need the following information during the registration process – it may be easier to collect it ahead of time!

- ✓ A summary description of the organization, used in the Student Organization Directory (254 character limit)
- ✓ A full description of the organization (this may include purpose, types of events, and other information that potential members will want to know).
- ✓ Membership Requirements, such as GPA, whether members must be students, or pay dues, etc
- ✓ The “@wisc.edu” email addresses of 3 other UW-Madison students that wish to serve as contacts for the organization. These students must be at least half-time enrolled.
- ✓ Organizational contact information (including phone, mailing address and email address).
- ✓ If you have an advisor, you need his/her contact information, including phone, mailing address, and email address.
- ✓ A [constitution/bylaws document](#) that outlines organizational purpose, membership requirements, leadership requirements, and how decisions are made within the organization.

With registration, you will receive an organization page within the Wisconsin Involvement Network, and you'll get to determine the personalized portion (key) of your URL: [win.wisc.edu/organization/\[key\]](http://win.wisc.edu/organization/[key])

If your organization is affiliated with any of the following offices or programs on campus, you will need to answer some additional questions:

Social Fraternities and Sororities:

- ✓ The Council you are a part of
- ✓ If you have a Headquarters-sanctioned facility on campus, and if so, information about the ownership and management of that facility
- ✓ Dues per semester
- ✓ Any recent awards from your National Office

The Student Leadership Center in the College of Engineering:

- ✓ Percentage of your organization that are classified as students in the College of Engineering
- ✓ Contact information for your President, Vice-President and Treasurer, including phone and email
- ✓ Off campus banking information

Club Sports:

- ✓ Contact information for any coaches and/or instructors
- ✓ Number of members who are students and number of members who are faculty or staff
- ✓ When you hold organization elections
- ✓ Off campus banking information