

Forming a New Organization

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“Know from whence you came. If you know whence you came, there are absolutely no limitations to where you can go.”

-James Arthur Baldwin

StudentLeadership

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University Activities

www.uwp.edu

University Activities Office
L104, 595-2278

Keyword: university activities



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Starting a Student Organization:

More information can be found in the *Student Organization & Advisor Handbook* online at www.uwp.edu Keyword: University Activities

Step 1: Make an appointment with the Assistant Director in the University Activities, located at Student Center L104, 595-2278. During the initial meeting, the staff member will discuss the Student Organization Registration process and the intended purpose of the new organization.

Step 2: Find a UW-Parkside faculty or academic staff member to serve as an advisor.

Step 3: Find at least four members who are UW-Parkside students.

Step 4: Complete a set of bylaws and constitution and upload with Organization Registration. Note: If the organization wishes to be affiliated with a national organization, a copy of the national constitution and local bylaws must also be submitted.

Step 5: Complete the On-line Student Organization Registration process at www.uwp.edu Keyword: University Activities

Step 6: The University Activities Office will confirm University recognition of the group based on the organization's purpose and compliance with established criteria.

Step 7: If approved, the organization receives all University Recognized Student Organization Privileges as long as members adhere to regulations governing student clubs and organizations.

Step 8: Notification will be made via email

Step 9: Elect Officers According to the *Student Life Eligibility Criteria Officers must:*

- Be a UW-Parkside student with a minimum of 6 non-audit credits
- Maintain a 2.0 cumulative GPA minimum and not on probation.

NOTE: A student organization can require members to purchase a membership in the National Organization, but doing so will forfeit the organization's ability to receive funding.

Privileges of University Recognition Include (but are not limited to):

- Space reservation priorities and special rates.
- Being able to promote events and the organization on campus.
- Use of phones for organizational business.
- A mailbox and mailing address.
- Use of UW-Parkside tax exempt status.
- Use of fleet vehicles.
- Fundraising and raffle opportunities.
- Use of duplicating, graphics and mail services.
- Contracting and travel assistance.
- Use of UW-Parkside logo.
- Financial management assistance and services.
- University risk and liability coverage for organization business.
- Use of student graphic designer to design promotion.

In order to receive Recognition the following needs to be completed on-line annually by October 1st and updated anytime there are changes:

1. Student Organization Registration Form
2. Private Account Form
3. Current Constitution & ByLaws
Greek Social Organizations also need:
4. Statement of Compliance completed by all members
5. Greek Addendum

Things to Be Familiar With:

- Copier PIN
- Web Account Authorization
- Private Account Check Request
- Driver Authorization
- Payment/Purchase Request Form
- Travel Request
- Ticket Service Requisition Form
- SOC Project Money Request
- Off-campus Waiver Request
- Virtual Event Management System for room reservations
- Deposit Form

Student organizations must be open to all UW-Parkside students. Clubs may not discriminate on the basis of sexual orientation, ethnicity, gender, age, disability, or any other such factors.

List of Current Student Organizations

Go to: www.uwp.edu Keyword: University Activities