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

• Organization assistance and resources
• University risk and liability coverage for organization business.
• Being able to promote events and the organization on campus.
• Space reservation priorities and special rates.
• Financial management assistance and services.
• Entertainment and service assistance.
• Travel assistance and use of state contract vehicles.
• Use of Student Involvement Center and its resources.
• Use of phones and mailing address for University business.
• Fundraising and raffle opportunities.
• Use of printing and graphic design, and mail services.
• Use of UW-Parkside logo.

For more information:

• Student Organization & Advisor Handbook (policies and procedures related to student organizations)
• Fundraising Manual for Student Organizations
• Organization Tips (huge variety of topics from A-Z)
All active student organizations need to receive University Recognition in order to take advantage of student organization privileges and to operate on campus.

**The Process — Only Three Steps!!**

**Step 1- Meet with a Campus Activities & Engagement staff member.**
Office located at Student Center L104, x2278.

Before this meeting, you should:
- Draft a mission statement, including organization goals and purpose, as well as intended activities.
- Log into Campus Connect to browse existing student organizations.
- Recruit four members for the organization.

**Only student organizations that do not replicate the purpose or mission of an existing student organization will be granted Recognition.**

During this meeting, you will:
- Review the intended purpose and mission.
- Review the requirements for and privileges of University Recognition.
- Create an Organization page on Campus Connect.

**In order to uphold University Recognition, student organizations are required to maintain their Campus Connect pages.**

**Step 2- Complete the Organization Registration on Campus Connect. (Primary Contact only)**

As part of this process, you will be prompted to:
- List the date of your next officer elections.
- Upload new or updated Constitution and Bylaws. (See Constitution Construction Guide for assistance.)
- Update Officer positions on Organization Page. (See How to Manage Roster for help.)

*For academic organizations & honoraries: send link of Advisor Agreement Form to advisor*

*For all other organizations: agree to the Group Advising Model (can be found in the “Documents” Section of the Campus Activities & Engagement Campus Connect page).*

**Step 3- Submit the following forms:**
- A Private Account Authorization Form
- A roster of current membership that includes executive board members and positions (must have four members for Recognition).

**Other Requirements:**
- Complete Organization Profile and update meeting time and location on Campus Connect.
- Attend mandatory Risk & Liability Training – held as part of Leadership Retreat in Fall.

Once all requirements are completed, you will receive an e-mail confirming the organization’s Recognition.

In order to maintain Recognition, the aforementioned requirements must be completed annually in May (exact date set by Campus Activities & Engagement).

**What Happens Next:**
- Once Recognized, your organization will receive all privileges of University Recognition (see back).
- An e-mail list serv will be set up for the organization. Submit an E-mail Account Authorization Form to add members to the list serv.
- Your organization will be granted access to Virtual Event Management System (for room reservations).
- Your organization will receive a code to make copies in the Student Involvement Center (SIC), and a mailbox in the SIC.