Steps to Becoming a Registered Organization
Department of Student Activities
Garrett Ballroom

- Any organization which uses the *Western Kentucky University* name and facilities must be recognized by the university.

- To receive University recognition, student groups must be registered with the **Department of Student Activities**. Registration requests must be submitted to the Office of Student Activities, located in Cravens Library, Room 0013.
  - Groups seeking to become recognized by the University must follow the steps outlined below. Documents will be submitted to the Office of Student Activities where they will be reviewed. Final approval of all student organizations will be made by the Vice President of Student Affairs.

- **Documents to be submitted for consideration of registration/University recognition:**

  1. The **Student Organization Information** form
     a. This form must be completed and signed by the group’s advisor(s).
     b. Identification of the group’s advisor(s) and their campus mailing address, campus email address, and campus telephone number must be completed on the form
     c. Identification of organizational spokesperson and a permanent mailing address, telephone number, and e-mail address.
     d. To maintain recognition from the university and to reserve on-campus meeting space, each organization must submit the **Student Organization Information form** at the following times:
        1. At the beginning of each semester
        2. When the following changes occur:
           a. Faculty/staff advisor
           b. Contact information
           c. Changes in officers
           d. If the organization becomes inactive
     e. This form can be found online at [http://www.wku.edu/sao](http://www.wku.edu/sao), or one may be obtained in the Student Activities office, GCC Ballroom. Completed forms are submitted to the Student Activities office.
2. **Constitution, By-Laws, and Charter**
   a. A constitution, by-laws, or charter contains specific information regarding the organization’s structure and procedures. This document must include the following:
   b. A clear statement of purposes
   c. Requirements and obligations of membership
   **d. The following statements must be included for a student group to be considered for University recognition:**
      a. *A limitation on membership to matriculated students, but without any restrictions based on sex, race, religion and national origin, except as expressly permitted by law.*
      b. *A pledge that the organization will abide by the rules and regulations of the university as a condition to initial and continued registered status.*

3. **Advisor**
   a. The **Advisor’s Statement form** must be completed in its entirety. This form can be found online at [www.wku.edu/sao](http://www.wku.edu/sao).
   b. Advisors work closely with the club to ensure a cooperative relationship between the club, its members, and the University.
   c. The advisor ensures that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
   d. The advisor is responsible for assisting club officers in completing necessary paperwork (i.e. Student Organization Information update form, contacting the IRS to obtain a tax identification number if one has not already been established, Organizational Aid Application, etc.), and for ensuring that these documents/forms are submitted at the appropriate deadlines throughout the academic year.

Please note that any missing documents will delay the approval process of registering a student group. All forms must be completed legibly and in their entirety.

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**For Questions or Additional Information Please Contact:**
The Department of Student Activities
Garret Conference Center Ballroom
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