

**UNIVERSITY OF COLORADO COLORADO SPRINGS
STUDENT GOVERNMENT ASSOCIATION
2012/2013 CLUB/ORGANIZATION REGISTRATION FORM**

NAME OF STUDENT ORGANIZATION: _____

<p>Please check the box that best describes your organization.</p> <p>Please choose only one option. If you feel that your group does not fit any category listed, please check “other” and create your own description.</p> <p> <input type="checkbox"/> Academic Interest <input type="checkbox"/> Academic Honor Society <input type="checkbox"/> General Interest <input type="checkbox"/> Cultural Interest <input type="checkbox"/> Athletic Interest (Non-competitive) <input type="checkbox"/> Club Sport (Competitive) <input type="checkbox"/> Religious <input type="checkbox"/> Greek Life <input type="checkbox"/> Other _____ </p>	<p>Organizational website and email information are only applicable if you have already requested and received them from IT or an off campus source.</p> <hr/> <p>ORGANIZATION WEBSITE (if applicable)</p> <hr/> <p>ORGANIZATION EMAIL (Will appear on the Club List)</p> <hr/> <p>ORGANIZATION PHONE # (Will appear on the Club List)</p>
--	---

Clubs and Organizations must be open to all UCCS students. The following are examples of allowable requirements for membership: GPA and Major (Honor Societies) and Gender (Social Greek groups only).

Please list any membership requirements for your club or organization (Honor Societies and Social Greek organizations only):

Please state the purpose of this organization (You may attach your mission statement if available):

—

Please state annual events your club hosts (if applicable):

All information provided (organization websites, email, phone, mission, and annual events) will be used for a club profile on the clubs and organizations website (uccs.edu/cao). Please make sure the information listed is accurate and complete.

The University of Colorado at Colorado Springs Student Government Association upholds a standard of respect for all students, staff and faculty. We do not discriminate on the basis of race, color, religion, gender, age, political affiliation, national origin, personal disability, veteran status, and/or sexual orientation.

***Please provide a list of club members to the ROAR Office after your first meeting.
 Separate students from non-students. Provide Student ID Numbers for UCCS student members.
 AT LEAST 50% OF YOUR MEMBERS MUST BE STUDENTS CURRENTLY ENROLLED AT UCCS.***

FACULTY/STAFF SPONSOR (recommended but not required): _____

PHONE: _____ EMAIL: _____

If you did not list a faculty or staff sponsor, please check one of the following:

- We are not interested in working with a faculty / staff sponsor at this time.
- We would like help finding a faculty / staff sponsor.

OFFICERS must be currently enrolled UCCS students. You must list at least two officers.

(Please Print <u>Legibly</u>)	NAME	E-MAIL	PHONE#	SID#
CHAIR:	_____	_____	_____	_____
VICE-CHAIR:	_____	_____	_____	_____
SECRETARY:	_____	_____	_____	_____
TREASURER:	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____
OTHER (list title):	_____	_____	_____	_____

Please be advised that we will provide the above information to any student interested in joining your organization. Do you also give permission for the above **names/phone numbers/e-mail** to be published in the UCCS Club/Organization Handouts? YES NO

I certify that the above information is complete and correct:

Signature of Organization Chair

Date

SIGNATURE AUTHORIZATION FORM AND CLUB ACCOUNT AGREEMENT
FOR
STUDENT ORGANIZATIONS

Organization Name: _____

TO BE HONORED . . . FROM DATE: June 1, 2012 TO DATE: May 31, 2013

The Executive Director of Student Life and Leadership will honor the signatures listed below for financial transactions related to club/organizations fee and agency accounts. The Executive Director's signature is required on all payments of expenditures, or reimbursements to accounts.

Authorized signers must be student officers who are presently enrolled at the University of Colorado at Colorado Springs. This will be verified each semester. Officers who graduate or leave the University for any reason will not be permitted to authorize financial transactions.

If an authorized signer leaves, a new signature form must be completed before additional charges will be authorized.

Any debt incurred in the club account is the responsibility of the authorized signers. Deficits must be cleared by the last day of classes, or the amount of deficit will be divided among and charged to the student accounts of the authorized signers.

Clubs that are inactive for an entire calendar year (**June 1 to May 31**) will surrender the balance of their club account to the Department of Student Life and Leadership.

Student Officer Name _____ / _____
(Please Print Name and Title Above)
(Signature) _____
(Student ID Number)

Student Officer Name _____ / _____
(Please Print Name and Title Above)
(Signature) _____
(Student ID Number)

CHAIR of Club/Organization

Student Government President

Executive Director of Student Life and Leadership

COMPLIANCE AGREEMENT

I, the undersigned, empowered as a representative for the organization listed below, agree to comply with all guidelines set down in the University of Colorado at Colorado Spring (UCCS) Budget Guidelines. I further recognize that all organizational requests seeking UCCS SGA funding shall be submitted prior to the event for which funding is sought. Said proposal shall be submitted to, and received by the UCCS Student Government office by the deadline provided in the SGA Budget Guidelines. **Clubs MUST attend an Orientation session prior to requesting funds from SGA.** Any violations either direct or through non-compliance shall constitute justification for freezing this organizational account, investigation into any possible improprieties, and/or denial of funds from the UCCS Student Government Association.

I, also agree that the undersigned group/organization will not operate any off-campus bank accounts.

Responsible Club/Organization Chairperson:

Name of Organization

Print Name of Chairperson

Signature of Chairperson

/

Date

Distribution (for SLL office only):

- Original in Student Government Office
- 1 copy for Organization
- 1 copy for Scheduling

UCCS Clubs and Organization Social Media Application

Please Note: Content Owners must be club members that have the ability to change content on your pages and have completed an official UCCS club social media training.

Content Owner Name: _____

UCCS Email Address: _____

Name of club for which the social media account(s) will be created: _____

Who is going to be responsible for administering site updates? (Note: This does not have to be the Content Owner.)

Name(s): _____

Position(s): _____

UCCS Email(s): _____

Social Media Accounts

Please indicate what type(s) of social media you are applying for. If your accounts are already set up, please provide the account URL(s).

Facebook: _____

Twitter: _____

LinkedIn: _____

Flickr: _____

YouTube: _____

Other: _____

Content Owner Terms and Conditions

Name:	Telephone #:
Title:	Email:
Club or Org.:	

As the Content Owner for an Official UCCS Social Media Account, I agree to be responsible for and ensure the following:

- That all posted content is current and accurate.
- Communications are appropriate for the UCCS campus community.
- That confidential information and intellectual property rights of others and the university are protected.
- Posted content is not illegal, obscene, defamatory, harassing, discriminatory, or threatening.
- Proper permission is obtained for the posting of recordings, photos, images, videos, text, or artwork.
- Posted content complies with all federal and state laws, regulations and university policies.

As the Content Owner for an Official UCCS Social Media Account, I acknowledge that posting the following types of content are not permitted:

- Libelous statements about any UCCS affiliate, including academic and administrative departments, staff, faculty, students, or members of the Colorado Springs community.
- Confidential information.
- Inaccurate or untrue information.

I agree to monitor the site on a regular basis and remove any content that does not comply with the above. I will notify a member of the Student Life and Leadership staff if account should change or if the site becomes inactive.

1. I have read the UCCS Social Media Policy Yes No*
2. I have completed an official UCCS social media training Yes No*

* If you answered "no" to questions 2 and/or 3, contact the Student Life and Leadership Office at (719) 255-3470 or studlife@uccs.edu for a list of available training sessions.

Signature

Date

4/2012