

Annual Registration

To be considered a student group or campus program, student organizations must remain eligible and must complete an annual registration process through CSOLD before September 30 each year. Student organization registration is valid for one calendar year, ending on September 30. Each organization must complete the registration process set by CSOLD, including one member of each organization attending the appropriate required Student Organization Workshop. The registration process and workshop dates will be publicized on the CSOLD website and sent directly to the listed president and adviser for each group annually. The annual registration requirements for student groups and campus programs may vary, and will be clearly outlined each year.

Requirements for Student Organizations Requesting a Budget from Student Government

Student organizations that have been registered for at least one calendar year by the due date of the annual budget request, may apply for a budget from Student Government during the annual budget process in the spring of each year. Organizations receiving a budget from Student Government must comply with the policies and procedures of the Student Government Finance Committee and the University, including attendance at any mandatory trainings or budget meetings. Mandatory meetings, including Treasurer Trainings and Budget Clinics, are organized by the Student Government Association and are announced each year.

Requirements for Student Organizations that Use Kitchen Facilities for Events

Student organizations that utilize the Sodexo kitchen facilities for their programs must attend the Student Organization Workshop (or other approved training) that covers the use of Sodexo kitchen facilities each fall semester. These workshops are planned and organized by CSOLD, Sodexo, and the Atwood Administrative Office and are announced each year.

Additional Annual Registration Requirements for Fraternities and Sororities

Student groups that are members of the SCSU Fraternity and Sorority Learning Community will follow the registration procedures in the Fraternity and Sorority Policy and Program Manual, including annual registration of their student organization and fulfilling all reporting requirements as set forth in the Fraternity and Sorority Policy and Program Manual.

Additional Annual Registration Requirements for Sport Clubs

All Sport Clubs will be required to attend mandatory monthly Sport Club Council (SCC) meetings, lead by the Office of Intramurals & Sport Clubs, beginning in September and running through May of each year. Sport Clubs may also be asked to attend periodic seminars, speakers and/or other events required by the Sport Club office. In order to remain in good standing with the University, clubs are also required to participate in setting up and taking down the Husky Dome as well as other events specified by the Intramurals and Sport Club Office.

Purpose of Registration

Annual registration is meant to benefit organizations by requiring student organizations to revisit and reconfirm their purpose, constitution, various programs, and to confirm their adviser. It is also meant to verify that student organizations have at least ten students involved to ensure that adequate interest for the organization exists. Annual registration also ensures that CSOLD has up-to-date contact information for officers, members and the adviser (via Club Manager) to allow the university to communicate with the student organization and to provide support to programs and services.

Forming a New Student Organization

Any St. Cloud State University student can form a student organization as long as there is not another registered student organization with the same purpose, and they are willing to meet all the requirements of registered student organizations. The following steps are required to form a new student organization:

Step 1: Request Form - Complete the new student organization request form and turn it into the CSOLD office located in AMC 139 or via email to csold@stcloudstate.edu. Forms are available online at www.stcloudstate.edu/csold/studentorganizations under “Start a New Organization”.

Step 2: Informational Meeting – A CSOLD staff member will contact you to set up a meeting to go over the steps it will take to become an organization and to answer any questions your group may have.

Step 3: Complete Requirements – After your meeting with a CSOLD staff member, you will be provided with login information to Club Manager for your organization and a list of the requirements you will need to complete.

Step 4: Adviser Verification – Your adviser will also get an email from or meet with a CSOLD staff member to go over information about what the adviser needs to do to confirm they are the adviser and review your group’s registration information.

Step 5: Registered – Once you and your adviser complete all of the required steps, you will both receive an email from CSOLD to let you know the group is registered with the university, your organization’s website will be activated, and your group will be listed on the CSOLD website on the list of registered student organizations.

Note: Sport Clubs and Fraternities and Sororities may have additional requirements or steps to complete to form a new student organization. Additional requirements for either will be explained during Step 2 in the meeting with the CSOLD staff member. Questions regarding Sport Clubs can be directed to the Coordinator of Intramurals and Sport Clubs at 320- 308-3923. Fraternity and Sorority questions can be directed to the CSOLD Assistant Director for Fraternities & Sororities at 320-308-5544.

Eligibility to Remain a Registered Student Organization

Student organizations must remain eligible to be considered a registered student organization each year. Eligibility requirements include:

- Must have a minimum of ten full-time St. Cloud State University student activity fee paying members.
- Must maintain a full-time St. Cloud State University faculty or staff member as an adviser.
- Must have a minimum of three officers (President, Vice President, and Treasurer) in good standing with the University, including maintaining above a 2.0 Grade Point Average.

Failure to Register

Student Groups

If a Student Group fails to complete the annual registration process, the organization will need to meet with the Assistant Director for Student Organizations in CSOLD and appeal their loss of registration. If the group fails to register or appeal their registration, the organization will lose all benefits afforded to registered student organizations. To register the student organization after the September 30 deadline each year, Student Groups will need to complete all steps required to form a new student organization, including waiting one calendar year from the new charter date to be eligible to apply for an annual budget from the Student Government Association.

Campus Programs

If a Campus Program fails to complete the annual registration process, the organization will need to meet with the Assistant Director for Student Organizations in CSOLD and appeal their loss of registration. Because campus programs are funded at a different level than student groups, the Student Government Association and Fee Allocation Committee will determine the effects on budget for failure to complete annual registration.

Benefits of Registering

Besides the opportunity to develop personal leadership skills, registered student organizations receive additional benefits:

Accounts: Set up an account through the Business Office in AS 124. The form needed is available at <http://www.stcloudstate.edu/campusrec/documents/RequestforAgencyAccount.pdf>.

Atwood Memorial Center Space Reservation: Meeting rooms, lounge space, and kiosk space is available at no charge through the Atwood Memorial Center (AMC) Administration Office in room 110 or by making a reservation online at <http://www.stcloudstate.edu/atwood/reservations/default.asp>.

Audio-Visual Equipment and Films: Equipment and films from Distribution Services in the Learning Resources Center are available at no charge. A check-out form must first be completed and signed by a faculty or staff, preferably the organization's adviser or CSOLD staff. Equipment may be reserved for up to one week. Tape recorders, movie projectors, DVD or VCR machines, cameras, and lighting equipment are all available. Call 320- 308-3083 for more information.

Budgets/Financial Resources: One calendar year from a student organization's charter date, student organizations can apply for a budget through the Student Government (during the budget process timeline set by Student Government, usually in the spring semester of each year). According to Senate Finance Policy, student organizations can apply for reserve funds through Student Government fifteen weeks from the group's charter date. Information on budgets and reserve funds through Student Government is available at <http://studentorg.stcloudstate.edu/stugov/>.

Button-Making Machine: A button-making machine is available, free of charge, through CSOLD. 50 parts required to make the buttons are available for free to each organization, additional parts are available at a nominal fee. To make a reservation, email the organization name, date(s), time of pick up and drop off to csold@stcloudstate.edu or call 320-308-3004. Reservations can also be made by visiting the CSOLD Resource Desk across from AMC 139.

Campus Calendar: Advertising events through the Campus Events Calendar on St. Cloud State University's website is available. To add an event, go to www.stcloudstate.edu/events/default.asp.

Cash Box Usage: Organizations can check out a cash box free of charge through the AMC Accounting Office behind the AMC Information Desk. Bring in a student ID, the dates and times for pick up and drop off of the cash box, and a list of all students that can check out the cash box for your event.

Computers: CSOLD annually offers the opportunity to request computers for student organizations that have lockable space to store and use it. Request due dates are announced each year.

Contracting for Speakers/Performers: Staff in CSOLD will assist student organizations in drafting the appropriate paperwork to create contracts for speakers and performers. Stop into CSOLD, AMC 139,

or make an appointment with one of the staff members by emailing csold@stcloudstate.edu or calling 320-308-3004.

Consultation: CSOLD staff are available for 1-1 consultations about any issue/question/concern/advice that student organizations need. Make an appointment by contacting the CSOLD staff at csold@stcloudstate.edu 320-308-3004, or stop into AMC 139.

Copies Plus: If your organization has a 900 or 334 account, set up an account for Copies Plus through the AMC Accounting Office at 320-308-4085. Copies Plus provides copying, resume and fax service at a nominal cost, and will bill your account.

Digital camera: CSOLD has two digital cameras that can be checked out. Student organizations are Responsible for downloading their photos from the cameras after use. To make a reservation, send the organization name, date(s), time of pick up and drop off to csold@stcloudstate.edu or call 320-308-3004. Reservations can also be made by visiting the CSOLD Resource Desk across from AMC 139.

Display Cases: There are display cases available for student organizations. To reserve space, contact CSOLD at 320-308-3004 or csold@stcloudstate.edu or stop by the CSOLD Resource Desk, across from AMC 139, for a meeting.

Event Planning Assistance: CSOLD offers resources on the website for student organizations, including a full section on event planning. Staff members are also available to individually assist organizations. Visit the student organizations web site at www.stcloudstate.edu/csold/studentorganizations and click on the organization resources section or contact CSOLD at 320-308-3004 or csold@stcloudstate.edu or stop by the CSOLD Office in Atwood Center, Room 139, for a meeting.

Financial Advising/Forms: Staff in CSOLD will assist student organizations in financial advising and assisting in drafting the appropriate paperwork to pay bills, etc. Forms are available on the CSOLD web site at www.stcloudstate.edu/csold/studentorganizations under the organization resources section. For advising or help with forms, stop into the CSOLD Office in AMC 139, or make an appointment with one of the staff members by calling 320-308-3004 or emailing csold@stcloudstate.edu.

Fundraising Opportunities: CSOLD lists ongoing opportunities for fundraising on the student organizations web site at www.stcloudstate.edu/csold/studentorganizations under the organization resources section. Opportunities that come up at different times in the year are also included in the student organizations newsletter.

HuskyNet Email Address, File and Web Space: Groups can apply for an email address, file storage space and web site space. Application forms are available in the CSOLD Office and require the group Adviser's signature.

Leadership Library: CSOLD offers a variety of leadership books for students to check out. Topics include teambuilding, meeting management, leadership, and more.

Leadership Trainings: Workshops on Demand are offered throughout the year free of charge to student organizations and cover a variety of topics and can be done during a regular group meeting or any other time the group requests. The annual Leadership Development Institute is a free, one day leadership conference that is open to all students and is advertised annually. Paw Prints Training Topics are flyers with information about a variety of leadership topics to assist student organizations. Paw Prints are

available on the CSOLD website under organization resources and adviser resources. To learn more about leadership trainings available, visit the CSOLD web site at www.stcloudstate.edu/csold.

List Servs: The adviser of any registered student organization may request a list serv to be created for the group by Learning Resources and Technology Services (LRTS). LRTS will require an explanation for the purpose and use of the list serv.

Mailboxes: Each student organization is assigned a mailbox in AMC. Groups are expected to check them weekly.

The mailing address is:

(Name of student organization)
139 Atwood Memorial Center
720 Fourth Ave. South
St. Cloud, MN 56301

Newsletter: CSOLD publishes a newsletter that goes to all organization officers every two weeks. The newsletter lists upcoming opportunities and announcements. To include information in the newsletter, email a short description to csold@stcloudstate.edu.

Office Space: In the spring of each academic year, student organizations may apply for office space in the AMC Student Activities Complex. If a student organization has the opportunity for office space in another building, they are encouraged to use that space.

Popcorn Popper: AMC has one popcorn popper for use at no cost. The machine, popcorn, and oil can be purchased from the AMC Accounting Office at 320-308-4085 and must be cleaned appropriately. Failure to clean the floor area where the popper was used or the machine itself will result in denial of future use and charge for cleanup. The popcorn machine cannot be taken from AMC or the AMC Mall area.

Promotional Space: There is a variety of promotional space around campus for organizations to advertise. Learn more about promotional space opportunities and procedures in the student organizations guidebook available on the student organizations website at www.stcloudstate.edu/csold/studentorganizations.

Storage Space: CSOLD and Campus Recreation offer locked storage spaces. Organizations interested in storage space should contact CSOLD at 320-308-3004 or csold@stcloudstate.edu.

Student Organization Fairs: CSOLD hosts fairs (i.e. Mainstreet & Sidestreet) that student organizations are invited to take part in. These fairs are an opportunity for student organizations to recruit new members, showcase their purpose, promote events, and to serve as a marketing tool.

Supplies: CSOLD provides a limited amount of tag board, roll paper, markers, and a variety of other supplies free of charge. To access supplies call 320-308-3004 or visit the CSOLD Resource Desk across from AMC 139.

Ticket Sales: Student organizations can work with the AMC Information Desk to sell tickets for their events free or for a nominal fee. Visit the AMC Accounting Office behind the Information Desk for more information.

University Facilities Reservations: Registered student organizations can reserve space for a free or nominal charge in many University facilities including, AMC and Student Recreation Center.

University Affiliation: Organizations may use the University name on publications and letterhead, indicating affiliation with St. Cloud State University, subject to University name, logo and seal guidelines. To find these guidelines, go to www.stcloudstate.edu/ucomm/styleguide/default.asp.

Use of Quarry: The Quarry, on the lower level of AMC, can be reserved, free of charge, for group functions. A minimal fee is charged to cover any required staffing costs. Reservations can be made through the AMC Administrative Offices at <http://www.stcloudstate.edu/atwood/reservations/roomrequest.asp>.

Vehicle Rental: Organizations may rent vehicles from AMC, Buildings & Grounds, and Campus Recreation at a nominal charge. All drivers must complete the vehicle user agreement available at <https://www5.stcloudstate.edu/bldgsgrounds/VehicleUsage/login.aspx?ReturnUrl=/bldgsgrounds/VehicleUsage/Default.aspx>.

Website Resources: The student organizations website, www.stcloudstate.edu/csold/studentorganizations, offers resources for student organizations and Advisers, including sample agendas, event planning resources, forms, evaluations and much more.

Work Room: CSOLD provides an area in the Student Activities Complex in Atwood Memorial Center and is available for all student organizations to prepare promotional materials.

Inactive status

Some organizations become inactive due to member graduation or lack of interest. In such cases, the organization will continue to be listed by CSOLD as a registered group until the next annual registration period, or as determined by CSOLD staff. If an organization does not complete the next annual registration requirements, the group will no longer be registered. Any funds remaining in an organization's account that is no longer active or registered will be liquidated. An organization can be restarted at any time by following procedures outlined in this guidebook for new student organizations.