



HOW TO REGISTER (OR RE-REGISTER) YOUR CAMPUS ORGANIZATION

Q. *Why does a campus organization have to register with the Office of Student Life every year?*

A. Registration enables a campus organization to be recognized by the University for the current year, and to gain access to University facilities and services. When you register your organization, you designate the representatives who will be responsible for authorizing expenditures of funds and reservations of facilities and equipment for the group. This also gives the OSL an up-to-date list of contacts and a listing on the world wide web directory.

Q. *What are the University's requirements for becoming a recognized campus organization?*

A. The privileges and responsibilities of campus organizations are outlined in detail in UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students, which you will receive when you register. Your group and its members and officers/representatives are responsible for understanding and abiding by all of these policies and procedures. In particular, please note that:

1. you must have at least three currently enrolled students, staff and/or faculty members to serve as officers/representatives plus one faculty/staff advisor to register your organization;
2. the voting members and officers of your organization must be UCSB currently enrolled students, faculty and staff;
3. your members and officers must agree to accept their responsibilities as outlined in the *UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students*;
4. your organization may not discriminate against anyone on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran in your membership, in giving access to your programs, services and events, or in other ways as defined in the University's Nondiscrimination Statement. Officer selection criteria may include a requirement that officers are expected to accept the tenets of the organization as set forth in the organizations's constitution and by-laws.
5. your members and officers must agree to comply with the anti-hazing laws of the State of California and will not require members to participate in any experience considered to be physically, emotionally, or spiritually degrading (the California Education Code regarding hazing is available from the OSL);
6. your organization must pay annual registration fees.

Q. *What do we need to do to get our organization registered or re-registered?*

A. **Step One**—Compete the on-line registration form (by September 15 for priority) and complete the registration form (<http://www.sa.ucsb.edu/osl/ResourcesForms/pdf/reg09form.pdf>) and (completed by Week of Welcome Orientation for priority—\$50 registration fee). The username and password will be sent to current officers at the end of May and should be given to the new officers for the next academic year to begin the re-registration process. When you enter the organization officer data electronically, you will also sign-up for the mandatory Week of Welcome Orientation (for priority) or select a date after school begins (your organization will then pay the \$75 registration fee).

1. **Name of organization**—Please spell out the complete name of the organization. If your organization has been registered previously under a different name, please include it.

According to UCSB policy, “a registered campus organization shall not use the name of the University of California or abbreviations thereof as a part of its name except in accordance with the campus regulations” (generally, this means getting special approval from the Chancellor). However, “UCSB” can be used as a geographical designation (e.g.: Chess Club at UCSB).

2. **Directory category**—We list your organization in only one cluster in the online *Directory of Campus Organizations*. Please check the category where you think people will be most likely to look for your group first.

3. **Purpose**—Your organization’s constitution probably contains a statement of purpose which you can use or adapt here. We reserve the right to edit if you go over the four-line, forty-character limit.

4. **Officers/representatives**—Please list at least three people who are authorized to commit organizational funds and to reserve facilities and equipment on behalf of the organization. All those listed must sign the form; by doing so they accept all of the responsibilities outlined in the *UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students*.

5. **Advisor**—Any career staff or faculty member can serve as advisor to a campus organization. If you cannot locate an advisor, a member of the OSL staff can serve as your temporary advisor for up to one quarter. A statement delineating the role and responsibilities of an advisor is available from the OSL.

6. **Required signatures on requisitions**—If you give us four names of officers/representatives and say that one of their signatures is required to approve your requisitions, we will accept any requisition containing the signatures of any one of the four. If you tell us two signatures are required, we will accept any two, etc.

Your advisor can (but doesn’t have to) be one of those you authorize to sign as an officer/representative for your group. If your advisor is counted as an authorized signer, he/she takes on the same responsibilities and liabilities as any student officer/representative.

7. **Statement that you have received the UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students**—You will receive a copy and sign the statement at Orientation.

8. You can request a copy of your organization’s constitution on file at OSL to review, prior to your mandatory orientation meeting.

C. **Step Two**—Attend a mandatory orientation meeting preferably in September during the Week of Welcome. Your organization’s constitution will also be reviewed at this time.

D. **Step Three**—Priority registration fee is \$50—ends September 15. All registration deadlines must be completed (on-line form completed and sign-up for the Week of Welcome Orientation). The annual registration fee by cash, check, or (if you already have an OSL trustee account with enough money) an OSL requisition made payable to the UC Regents. Trustee account numbers are given to new organization by the OSL accountant. **After September 15**, the registration fee goes up to \$75.

* \$10 of this fee will be used to establish a fund for providing accommodations to students as required by the American with Disabilities Act (ADA) for organization programs and meeting expenses related to accommodations. All registered campus organizations are eligible for funding. Forms are available at OSL front desk.