



## Registering a New Student Organization

Official recognition of a student organization is the acknowledgement by the College that the organization has an existence during a certain period of time (academic year). It also recognizes that the organization is allowed to charge fees, seek funding from the College and/or from other sources outside of the College, to request the use of College facilities and services, and to use the name and tax-exempt status of the College.

***If an organization fails to complete the registration process by the deadline stated – 4<sup>th</sup> Friday of the semester, they will not be considered for application until the next semester begins.***

### Steps to Registration:

1. Meet with a Student Activities, Involvement & Leadership (S.A.I.L.) staff member to review your student organization idea. The staff member will discuss:
  - ❖ The purpose of the organization
  - ❖ Current interest in the organization
  - ❖ Funding
  - ❖ Whether or not the organization has ever existed at Trinity College and/or whether your organization fits under the umbrella of a current organization.
2. Complete all of the Student Organization Registration packet materials. Submit it to the Office of Student Activities, Involvement & Leadership (S.A.I.L.) as soon as possible.
  - ❖ Note: Those organizations that are considered under the umbrella of a separate campus office/department (ex: social houses, religious organizations, Greek organizations, community service organizations, club sports, etc.) **MUST** also receive the signature of a designee from the office/department that oversees that organization.
  - ❖ Packet materials: Organization Roster (at least 25 members); President, Treasurer & Advisor Acknowledgment forms; organization Constitution; and cover letter explaining the reasons for application and purpose of the organization.
    - i. Note: Student organization constitutions **MUST** be updated every four (4) years. It is good practice to review the constitution with your organization each new academic year to update it with any changes.
  - ❖ The S.A.I.L. office will review your materials to ensure that all forms are accounted for and are in order. They will confirm that all officers listed are enrolled at least half-time, are in good academic standing, and that the advisor listed is an active faculty or staff member of Trinity College.
  - ❖ Once approved by the S.A.I.L. office, your packet materials will be sent to the SGA for review and a vote of approval.
    - i. You will be contacted by the SGA to attend a meeting at which you will present your case in-person.
  - ❖ Once approved by the SGA, they will provide stipulations of your organization's status:
    - i. Recognized but unable to apply for funds (mostly closed organizations).
    - ii. Recognized and will be assigned a set budget for each academic year.
    - iii. Recognized, not assigned a budget, but able to apply for funding through the Budget Committee.
      1. NOTE: New organizations, regardless of their status, are not eligible to receive funding from the SGA for two (2) semesters.

Office of Student Activities, Involvement & Leadership (S.A.I.L.)  
Mather Hall Room 107  
[SAIL@trincoll.edu](mailto:SAIL@trincoll.edu)  
(860) 297-2171



## Student Organization Registration Form

**Organization Name:** \_\_\_\_\_

**Advisor Name & Department:** \_\_\_\_\_

**Organization President Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

### Packet Items Included:

- Organization Constitution
- Organization Roster
- President & Treasurer Acknowledgement
- Advisor Acknowledgement

As the President of this organization, I confirm that the information provided within this packet of information is present and correct, that all officers listed are in good academic standing and are enrolled at least half-time. Should our organization make any changes to our membership, leadership, or constitution, I agree to update this information with the Office of Student Activities, Involvement & Leadership within a reasonable period of time.

**President Signature:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Other:** \_\_\_\_\_

*(Religious, social houses, Greek organizations, club sports, etc.)*

**S.A.I.L. Staff Signature:** \_\_\_\_\_

**SGA Finance Secretary Signature:** \_\_\_\_\_

### For Office Use Only

Date Filed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Collegiatelink Updated: \_\_\_\_\_

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### President & Treasurer Acknowledgment

I, \_\_\_\_\_, as the President of \_\_\_\_\_  
(*Organization Name*), hereby state that I have read and agreed to all policies and information related to student organizations at Trinity College that are made available to me on CollegiateLink and on the Office of Student Activities, Involvement & Leadership (S.A.I.L.) website - <http://www.trincoll.edu/StudentLife/clubs/Pages/default.aspx>, as well as the SGA website - <http://trinitysga.com/cms/>. I agree to serve in a leadership role for this organization for the 2016-2017 academic year and to follow all procedures for student organization governance, finances, publicity/marketing, and use of College facilities. I agree to be the liaison between this organization and S.A.I.L., as well as the Student Government Association (SGA), and agree to maintain open and timely communication with these entities.

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I, \_\_\_\_\_, as the Treasurer of \_\_\_\_\_  
(*Organization Name*), hereby state that I have read and agreed to all policies and information related to student organization finances at Trinity College that are made available to me on CollegiateLink, on the Office of Student Activities, Involvement & Leadership (S.A.I.L.) website - <http://www.trincoll.edu/StudentLife/clubs/Pages/default.aspx>, as well as the SGA website - <http://trinitysga.com/cms/>. I agree to serve in a leadership role for this organization for the 2016-2017 academic year and to follow all procedures for student organization finance. I agree to be the liaison between this organization and S.A.I.L., as well as the Student Government Association (SGA), regarding all financial matters and agree to maintain open and timely communication with these entities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Advisor Acknowledgement

I, \_\_\_\_\_, as the Advisor of \_\_\_\_\_  
(*Organization Name*), hereby state that I have read and agreed to all policies and information related to student organizations at Trinity College that are made available to me on CollegiateLink, on the Office of Student Activities, Involvement & Leadership (S.A.I.L.) website - <http://www.trincoll.edu/StudentLife/clubs/Pages/default.aspx>, as well as the SGA website - <http://trinitysga.com/cms/>. I agree to serve in an advisory role for this organization for the 2016-2017 academic year and to provide the above named organization with my support and knowledge of College policies. I agree to attend trainings and to review all materials, as well as communication updates, regarding College policies, student government policies, and S.A.I.L. policies as they relate to student organizations. Should there be any issues or concerns with the above named organization, I agree to work with the S.A.I.L. office to rectify the situation within a reasonable period of time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Each registered student organization must have an active advisor selected from the staff or faculty of Trinity College. Auxiliary staff or faculty may not serve as advisors. The advisor is chosen and approved by the members of the student organization and approved by the Office of Student Activities, Involvement & Leadership (S.A.I.L.). Behind most successful student organizations is an effective advisor. An advisor provides the organization with continuity from year to year by sharing student organization history and assisting new officers during the transition process. The advisor selected should be an individual who has a high level interest in the activity of the student organization and preferably some experience or expertise in the area or activity. The advisor must be aware of the general financial condition of the student organization at all times and encourage the keeping of good financial records. The advisor is a vital link between the student organization and the College, providing guidance and offering mature judgment and experience in program development.***