

REGISTRATION PREPARATION

CHECKLIST 2022-2023

Please have the following information ready PRIOR to a registration lab.
Note that missing the below information is the most common reason for the denial.

CONSTITUTION:

Constitution for the 2022-2023 school year- Please review the sample constitution found on the CSI website for mandated areas and suggested areas/

Your organization must have the following mandated areas found in your constitution:

A. Non-discrimination statement THIS CANNOT BE MODIFIED: *It is the policy of the University and this organization not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.*

B. Mandated COF/Handling of Funds THIS CANNOT BE MODIFIED: *All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account.*

The constitution must have the following either in the **HEADER or FOOTER, THIS LANGUAGE CANNOT BE MODIFIED:**

- (DOCUMENT REVIEWED AND APPROVED FOR 2022-2023)

Documents missing this language will be denied and submission denied.

AFFILIATION LETTER:

If you are affiliated with a regional/national/international organization please have a letter supporting your organization for submission. This letter must come parent organization with the following conditions:

- 1-Must be on letterhead
- 2-Must be dated for the upcoming academic year
- 3-Must state your group is recognized/active for the upcoming academic year
- 4-MUST BE A PDF submitted WITH your profile

OFFICER CONTACT:

Contact information for the three officers who are enrolled students at UIC:

First Name (directory),

Last Name (directory),

UIC email ONLY,

UIN (CONFIRM NUMBER) WE DO NOT RECOGNIZE CO-OFFICERS.

You must select ONE person for each position. The President will become the point of contact.

Their UIC EMAIL WILL BE THE PRIMARY CONTACT EMAIL.

CONFIRM TERM OF SERVICE:

Confirm that each name submitted acknowledges they will serve for the FULL academic year 2022-2023.

COMPLETE ORIENTATION:

The President designee and Treasurer designee must complete the Module Organization Orientation (M.O.O) prior to approval of an organization. You must be signed into UIC Connect to complete. <https://go.uic.edu/orgorientationofficer>

The Advisor designee must complete the Module Organization Orientation (M.O.O) prior to the approval of an organization. This orientation will also confirm the advisor's service for each organization. You must be signed into UIC Connect to complete.

<https://go.uic.edu/orgorientationadvisor>

ADVISOR CONTACT:

Contact information for the advisor (advisors can be either FACULTY or STAFF but must be full time employees):

First Name (directory),

Last Name (directory),

UIC email ONLY

UIC ONLY REGISTERS ONE ADVISOR. You must select ONE person to be registered by the university.

PROFILE PICTURE:

Profile picture submitted. It cannot use any UIC trademarks (circle, UIC, flames or etc) or your submission will be denied. This policy applies to ANY website, document or social media of the group.

2022-2023-NEW THIS YEAR

-Executive Team Contact information

Include

First Name (directory),

Last Name (directory),

UIC email ONLY

For your organization's **Service Chair, Social Chair, and Special Events Chair.**

(IF YOUR ORGANIZATION DOES NOT TYPE N/A)

INVOLVEMENT FAIR- Groups completing registration during this APRIL period will be able to reserve a space at the FALL FAIR. A follow up form with details will be sent in August.

STUDENT ORG SPACE and STUDENT ORG OFFICE- The application for BOTH will be included in the form. Bring your group's GOALS, MISSION and PLANS for inclusion in the registration module. Application does guarantee a space. Decisions will be made in LATE July regarding both spaces.

REGISTRATION LAB

-ALL GROUPS MUST ATTEND the 2022-2023 REGISTRATION LAB

-New organizations MUST HAVE A NEW ORGANIZATION PRESENTATION READY TO SEND TO ORGSUPPORT@UIC.EDU AT TIME OF RSVP (SUBJECT OF EMAIL NEW ORG PRESENTATION) FOR A REGISTRATION LAB or will the group will NOT receive access to lab

-ALL ORGANIZATIONS MUST RSVP FOR A REGISTRATION LAB no less than 24hours prior to lab.

-attendance for a registration lab is limited to **ONE** officer (president, treasurer, third officer) per organization.

-This officer will need to RSVP and attend the registration for your organization.

-NO WALK-INS ARE ALLOWED. (Walk-ins will have to RSVP for the next registration lab available)

ERRORS OR MISSING ITEMS

If there is an error in your submission:

You will have **FIVE (5) business days** to submit any changes for review. After that you CAN be denied until the next review cycle (after FALL Involvement Fair)

The deadline for ALL corrections to be submitted is May, 16th, 2022 12am.