

REGISTRATION PREPARATION

STARTER KIT 2024-2025

Please have the following information ready **PRIOR** to registering
Note that missing the below information is the most common reason for the denial.

1. **SOCIAL MEDIA LINKS:**The social media handles must not include words such as "University," "University of Illinois at Chicago," "Flames" , “UIC” , or any abbreviation thereof as prefix to the organization name. (i.g: UIC Cell Phone Club BAD. Cell Phone Club at UIC GOOD)
2. **MISSION STATEMENT:**A brief description about your organization. This can include: activities the org will be partaking in, meetings times, benefits of joining the organization, etc.
3. **CONSTITUTION:** 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.*
 - c. The constitution must have the following either in the **HEADER or FOOTER, THIS LANGUAGE CANNOT BE MODIFIED:**
- (DOCUMENT REVIEWED AND APPROVED FOR 2024-2025)
Documents missing this language will be denied and submission denied.
4. **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:
 - a. Must be on letterhead
 - b. Must be dated for the upcoming academic year
 - c. Must state your group is recognized/active for the upcoming academic year
 - d. MUST BE A PDF submitted WITH your profile
5. **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.

ERRORS OR MISSING ITEMS

If there is an error in your submission:

You will have **SIX (6) business days** to submit any changes for review. After that you CAN be denied until the next review cycle