

Student Organization Recognition and Registration Guide



LAKE FOREST
COLLEGE

CLUB AND ORGANIZATION REGISTRATION AND RECOGNITION

Lake Forest College and the Gates Center reserve the right to register groups of Lake Forest College students who wish to create official groups. A registered student organization shall be defined as a group of Lake Forest College students and a Lake Forest College faculty/staff advisor joined together in the interest of a common purpose.

The College policy is to encourage free discussion of issues as part of the educational process. However, the College reserves the right to decline registration to any student organization whose purpose is in violation of local, state, or federal law, is discriminatory, or contributes to a hostile environment.

New organizations must register for recognition with the Gates Center. In order to register, groups must have a full-time faculty/staff advisor, 4 individual student officers with a minimum 2.50 cumulative GPA, an organizational constitution, and complete required registration forms to receive formal recognition. Following formal recognition by the Gates Center, newly recognized groups will be recommended for eligibility for funding from Student Government.

New Student Organization Recognition forms will be accepted for the fall semester between August 1 and October 31. New Student Organization Recognition forms will be accepted between January 1 and March 31.

Once a club or organization has completed the registration process they become a recognized student group. Recognition does not indicate that the College endorses the views of the group's membership or the views expressed at the meetings. The individuals involved are solely responsible for any views held or expressed by the group.

PRIVILEGES OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION

- Use of Lake Forest College name in conjunction with its programs and activities.
- Listing of group's name in College publications.
- Opportunity to use College facilities and services (i.e., rooms, media equipment and stages).
- Use of a student organization mailbox
- Right to request master calendar dates and listings.
- Right to be considered for funding from Student Government

- Use of College vehicles.
- Right to sponsor activities at the College or off campus for the entire student body or group members.
- Access to College duplicating services.
- Access to business office services (i.e., account numbers, copy codes, and budget statements).
- Opportunity to participate as a group in College events.
- Right to have an organization email account.
- Right to have an organization my.involvement site.

RESPONSIBILITIES OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION

- To file an up-to-date roster of officers, members and advisor(s) each semester, and as changes occur, with the Gates Center
- To maintain an active and worthwhile student-centered program.
- To schedule meetings and events through the master calendar.
- To have a full time Lake Forest College employee as an advisor and to keep the advisor informed of all meetings and events, to seek his/her advice and make sure the advisor is aware of his/her responsibilities to the organization.
- To select officers who are in good academic and disciplinary standing (2.50 cumulative GPA).
- To follow all College policies stated in the Student Handbook and other College publications.
- To manage financial standards in such a way as to justify on-going expenditures.
- To keep an updated copy of the group's constitution and by-laws on file with the Gates Center. If there are changes made to a constitution, a copy must be submitted within two weeks of the changes.
- To complete an annual registration process in accordance with dates and deadlines set by the Gates Center.
- To attend officer and advisor training sessions.
- To check and empty your group mailbox on a weekly basis.
- To conduct itself in such a way that is consistent with the Lake Forest College mission.

EXPECTATIONS OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION

- To pursue and recognize academic excellence.
- To provide an opportunity for personal development through leadership positions,

self-awareness programs and proper functions.

- To provide a method for giving service to others through community service projects.
- To promote Lake Forest College through active participation in all-campus events and positive relationships with other groups.
- To develop a clear definition of its goals and ideals and select and educate its members as to the groups' identity.

Recognition of a New Student Organization

Beginning Steps

In order to begin the process of recognizing your new student organization on campus you will need to fill out the online New Student Organization Request Form. You can find this form by going to www.lakeforest.edu/myinvolvement and selecting the link on the main page of the website.

Welcome & Register!

Are you looking to start a new student organization? Request recognition for your group [here](#) to receive more information.

Request Form

Proposed Student Organization Name

Create a name for your club/organization

Your name should be effective in reflecting your club's purpose.

Student Organization Description

The purpose and objective of an organization is a small summary of the main goal of the group. It should include what your club stands for and the aims of the club.

Usually the statement contains shared values and ideas that all group members agree on.

Primary Student Contact

This is the member who is aiming to start the club/organization, usually the President. This member will be the person the Gates Center and Student Government will contact to send official correspondence.

Profile Photo

Upload a photo or logo for your student organization.

Officer Position Information

All recognized student organizations must have a president, vice president, secretary, treasurer and faculty/staff advisor. These officer positions must be filled by separate individuals.

What is an advisor?

An advisor is a full-time faculty or staff member employed by Lake Forest College who is an authority figure for your club. The advisor's purpose is to support and provide guidance for your club.

How do I choose an advisor?

You should choose an advisor who takes interest in your club and your club's purpose. When looking for an advisor it is important to make sure that this person has the time to commit to being an advisor. You may want to discuss your club's expectations when soliciting advisors.

Interests and Categories

Select the preloaded interests and categories that align with your organization's purpose and goals. This will help students with like interests match to your organization's page, providing you with a list of prospective members.

Constitution/Bylaws

Upload your organization's constitution and bylaws. A sample constitution/bylaws template can be found on the Gates Center my.involvement page.

The In Person Meeting

Once you have submitted the request form you will be contacted to speak with the Gates Center staff about the next steps in the process. During this meeting, the New Student Organization Recognition form will be reviewed and discussed. Student representatives will be presented with information about resources and educational

materials available for student organization leaders and will receive a brief overview of the my.involvement system.

Annual Registration of a Student Organization

Registration Form

Recognized student organizations are required to submit a registration form for the upcoming academic year. Annual registration forms can be submitted between August 1 and September 15.

Organizations failing to submit their registration form by the September 15 deadline will be considered "frozen" for the semester. Frozen organizations will have their my.involvement profiles listed as such, which will remove the page from public view and prohibit the submission of event request forms. Frozen organizations are not eligible to receive funding from Student Government and are not eligible to reserve space on campus.

Organizations with frozen status during the fall semester are eligible to submit a registration form during the spring semester between January 1 and February 15 to regain their operational privileges. Organizations failing to submit registration paperwork for two consecutive semesters will be considered "inactive" and will be required to submit a New Student Organization Request form should they be interested in re-establishing themselves as an organization.