



REGISTERED STUDENT ORGANIZATION POLICY AND SIGNATURE FORM

Each organization must file a signed statement with the Office of Student Activities affirming that the following policies (which are included in the *Student Organization and Advisor Handbook**) have been read to and reviewed by the entire organization. It is the responsibility of the organization president to see that these policies are read by all new members as they join the organization.

The following Western Illinois University policies have been read to the members of _____ .
(Organization Name)

<u>POLICY</u>	<u>DATE READ</u>
Alcohol & Alcohol Philanthropic Policy	_____
Hazing Policy	_____
Non-Discrimination Policy	_____
Poster Distribution Policy	_____
Trademarks and Logos Policy	_____
Risk and Liability Policy	_____
Solicitation/Fundraising Policy	_____
Sexual Harassment Policy	_____

The organization understands that if there are any violations of these policies reported to Western Illinois University, disciplinary action may be taken.

Signatures:

President's Name (Print): _____ President's Signature: _____

ID#: _____ Phone Number: _____ Email: _____

Treasurer's Name (Print): _____ Treasurer's Signature: _____

ID#: _____ Phone Number: _____ Email: _____

Advisor's Name (Print): _____ Advisor's Signature: _____

Dept.: _____ Phone Number: _____ Email: _____

Instructions: After completing this form, please **attach the following documents** and turn them into the Office of Student (University Union, First Floor):

- _____ Organization's Constitution including:
- Date constitution was last reviewed/revised (must be within last 2 years)
 - Membership Statement*
 - Not-for-Profit Statement*
 - Statement of Non-Discrimination*
 - Statement of Non-Hazing*
 - Financial Obligation*
 - Statement of Compliance with Campus Regulations*

_____ List of at least ten (10) active members

NOTE: The registration process is not complete until this form and all of the above-mentioned documents are submitted.

*Wording for the required statements and the *Student Organization and Advisor Handbook* can be found on our website, osa.wiu.edu. Contact the Office of Student Activities at 298-3232 with any questions.

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

Date on Constitution: _____

Date Approved: _____

Approved By: _____

Notes/Comments: