

# Student *Organization* Registration Instructions

## When Preparing for Registration or Re-Registration:

### Start thinking about:

- **Who will be completing the registration?** Only officers of the organization can register it. We recommend your President or Treasurer complete this.
- **Who will be running the organization next year?** Start thinking about officer transition, and be sure to update your Purple Post portal as this is the way OSA contacts organizations. *President emails are collected by the OSA through Purple Post so this is important for upcoming fairs, events, etc.*
- **Who is your Faculty/Staff Advisor?** Every organization should have an advisor who is a full-time faculty or staff member at Western Illinois University. *Student employees or graduate students are not applicable as advisors but may serve as a second advisor or on your advisory committee.*
- **Is your constitution up-to-date?** Every constitution must be updated at least every two years and should follow the requirements outlined at the end of this document. *Constitutions must also be local constitutions and not an uploaded file of the Constitution abided by your national organization.*

### **This is a list of things that you will want to prepare before you complete your Student Organization Registration:**

1. **Profile picture:** 300 x 300 (.JPG, .GIF, .PNG)
2. **Short description of the organization**
3. **Meeting day, time, and location**
4. **Name, student ID number, phone number, and email of President, Treasurer, and any other E-board members that you intend on putting on the profile of your organization**
5. **Student Roster:** On this document, include ALL members, officers, and advisors. Make sure there are at least 10 members included (not including advisor)
6. **Constitution:** be sure to follow the requirements outlined in the sample constitution at the end of this document
7. **Name and email address of Faculty/Staff advisor:** Be aware that your advisor must complete an “Advisor Agreement” that is sent to their e-mail so make sure to keep in contact with them through the process. **Only once they have completed this agreement may your organization be approved.**

**Fraternalities and sororities associated with IFC, PHC, and UGC will also be asked to provide the following information:**

- Name, campus address, email, phone number of President, Vice President, Treasurer, New Member Educator, Recruitment Chair, Risk Management, Scholarship, Service Chair, Social Chair, and any other officers on the E-Board
- Name, address, email, and phone number of Housing Corps Contact (if applicable)
- Name, address, email, and phone number of Off-Campus Advisor/Key Stakeholder (if applicable)

## **Completing the Registration Form:**

### **To complete your registration:**

- 1. Log into Purple Post 2.0 at [www.wiu.edu/PurplePost](http://www.wiu.edu/PurplePost) using your Ecom login**
  - a. You will have to create your personal profile if you have logged in before**
- 2. Click on the Organizations tab** on the Western Illinois University homepage (should be the first page that appears when you log onto to Purple Post 2.0)
- 3. Click the green button “Register New Organization”** at the top of the page and **complete the steps outlined in the registration form**
- 4. Click the green “Finish” button** to submit your new organization request
- 5. Prepare to meet with a graduate assistant or staff member within the OSA.** This helps us put a face to the name, help you locate our office, and correct any issues we had within your registration request.

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## After Completing Registration Form

### After submitting your registration form:

- **An email will be sent to your Faculty/Staff Advisor** you listed asking them if they agree to advise the organization. BOTH your registration and Advisor Agreement **MUST** be completed correctly in order for your organization to be considered for registration. The email will come from “Org Sync” so please notify your advisor accordingly.
  
- **A staff member from the Office of Student Activities will review your submission** and will either approve, deny, or reopen your submission for you to make necessary changes.

### **Common issues that cause denial/reopening include:**

1. Not including 10 members on the roster submitted and/or only submitting a document with the student positions (President, Treasurer, etc.)
  2. Not providing a local constitution and submitting a National one.
  3. Not providing a full-time faculty or staff member as an Advisor.
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- Once your registration has been approved for registration, **customize you Purple Post 2.0 portal** so that it is attractive and accessible for students and your current members. **The student who submitted the registration will be added as an administrator for the portal** and they can add other members, officer, and potential members using the “People” function.
  
  - **Please ask the OSA for help if you need assistance in updating your profile, adding events, and including forms on your portal.** We would be happy to set up a time for you to meet with one of us to improve your portal and the contact information within it.