

QUICK TIPS

Registration of Organizations at the University of Kansas

To register a group must*:

1. Provide name and statement of purpose for the group
2. Be non-profit in nature
3. Renew registration annually
4. Maintain in O&L a list of current officers, advisors, and liaisons
5. Have an advisor who is a member of the University faculty or staff
6. Sign a verification that the group will adhere to all Regents and University policies affecting groups.

Classifications

Student organizations
75% of members and all officers are currently enrolled students.

Campus organizations

75% of members and all officers are from the University community (currently enrolled students, staff, or spouses of these persons.)

Community Organizations

Organization whose stated purpose benefits both the Lawrence and University communities.

Benefits of Registration*

Use of the University's name in the group's title

Request student activity fee funding

Use of University facilities

Schedule meeting rooms

Request office space, mailbox and locker

Use of University services

Inclusion in University publications, including Student, Faculty & Staff Directory

Request organization table during Fall and Spring Information Fairs

Use campus mail for official business

Discount rates on some services

* The Guidelines for the Registration of Organizations at the University of Kansas, available in O&L, contains a complete list of information required and benefits (some benefits are based on classification).

**LEADER
BITS** are available on
the following topics:

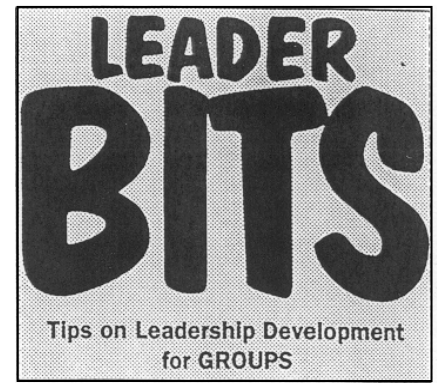
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
BITS**

is a publication of
the Student Involvement &
Leadership Center (SILC). Copies
are available in SILC, 400 Kansas
Union, 864-4861.

SILC staff offers programs and
consultation in these and other
areas of personal and
organizational leadership.

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The University of Kansas



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STEPS FOR STARTING A NEW ORGANIZATION

Registration provides official identification as an affiliated group, use of designated University facilities and services, and coordination of group activities with the campus administration and other organizations. Registration does not imply University endorsement of the purpose of an organization, nor does the University assume sponsorship of or responsibility for any group. The Student Involvement & Leadership Center (SILC) registers more than 400 groups annually. The groups encompass many interests in the areas of academia, political action, cultural experience - both national and international, recreation and sports, religion, service, and social interaction. If one of the already established groups does not address your interests, you can always start an organization of your own. Here are some steps that will facilitate the process of beginning a new organization.

STEP 1: Purpose/Goals/Structure

Define the purpose of your organization.

Why are you starting the group? How is it different from current groups?

Set goals that you wish to accomplish (goals should be evaluated by members once the group is established.)

Sketch out your ideas on the structure of the group.

Will this be a long term group or a group forming to work on a particular one-time activity? What officers will be established and what are their duties? How will they be selected? What will go into a Constitution? How often will the group meet?

STEP 2: Initial Membership

Look for potential members in various locations:

Your *friends, classmates, or acquaintances* from your living group.

If the focus of the group is related to a major, check with the *academic department* and students in that major.

Give flyers to department faculty and ask them to announce the formation of the group in class.

Attend meetings of various *established umbrella groups* like the Association

of University Residence Halls, Black Student Union, International Council, Panhellenic Association or

Interfraternity Council, National Pan-Hellenic Council, or Graduate & Professional Association to tell them about the new group. They can take the information back to their associated groups and reach a lot of people.

Visit the Student Involvement & Leadership Center (SILC), 400 Kansas Union, for more ideas and possible campus/organization contacts. Participate in SILC's *Organizations Information Fairs* each semester.

STEP 3: Adviser

If the focus of the group is related to an academic area, check with the faculty in that department.

Talk with your academic adviser and other campus faculty and staff you know.

STEP 4: Getting Registered

Pick up an Organization Registration Application in SILC, 400 Kansas Union.

Select three (3) officers (President, Vice President, and Treasurer) to serve as contacts and record their information on the form.

Obtain a Faculty or Staff member as Adviser (see Step 3 above).

Read carefully and sign the statement of compliance agreeing to abide by Board of Regents and KU policies regarding organizational membership.

Complete Change of Officer form when group changes officers or adviser.

STEP 5: Getting the Group Moving Along...

Advertise your group in the University Daily Kansan, with posters in living groups, or on open bulletin boards, talking to all your acquaintances.

Have a meeting; elect officers.

Get input on the purpose/goals/structure of the group.

Have activities for members to get to know one another (icebreakers).

Assign tasks to members to allow them to be a contributor.

Know your resources (Visit SILC for more ideas/suggestions for getting started).

See the LeaderBits on Goal Setting, Icebreakers, Meetings, Recruiting Volunteers and Team Building for more ideas.