

**UNIVERSITY OF ROCHESTER
CAMPUS CLUB CONNECTION
STUDENT ORGANIZATION RENEWAL INFORMATION**

It's that time of year again to renew your organization!

WHAT IS THE RENEWAL PROCESS?

Only organizations who were registered last year can complete this process. If your organization has not already been approved by Senate, please submit a New Student Organization, New Club Sport, or New Community Service form.

1. Completely fill out the Renewal form and turn it in to Wilson Commons Student Activities by Friday, September 28, 2007. Please note – You will need to find a time to have your advisor sign your form.
2. Log in to Campus Club Connection and update your officer listing.
3. Log in to Campus Club Connection and update your member listing to reflect those who have graduated.

All three steps must be completed in order for an organization to receive the benefits of a registered organization. If these steps are not completed by Friday, September 28th, your organization will not be able to complete the renewal process without first going before the Senate Policy Committee for review.

In addition, there is a new feature on Campus Club Connection where organizations can upload files. We are asking that all organizations upload their current constitution as a public file.

WHAT ARE THE BENEFITS TO RENEWING YOUR ORGANIZATION?

- Campus Club Connection (online room reservations, membership lists, email lists, etc.)
www.rochester.edu/living/organizations
- Reserve space in Wilson Commons and other facilities
- Receive assistance, support, and advice from the WCSA staff
- Be eligible for funding from the Students' Association
- Be eligible to receive a discounted rate on Event Support cost
- Receive a mailbox in the Ruth Merrill Center
- Receive free publicity by being included in official WCSA/student organization publications and website
- Listed on Activities Interest Survey that is distributed to first year students
- Receive website assistance
- Participate in Fall and Winter Activities Fairs
- Be eligible for office and cabinet space in Wilson Commons
- Be considered for awards and honors presented to student organizations and their members

If you have any questions regarding your group's renewal, feel free to speak to any staff member in Wilson Commons Student Activities or email sao@rochester.edu.

Office Use Only

Date:
Mailbox:
Reservations:
Advisor:

CAMPUS CLUB CONNECTION RENEWAL FORM

FOR GROUPS WHO HAVE PREVIOUSLY REGISTERED

Please complete this form and submit it to Wilson Common Student Activities in 201 Wilson Commons. Once your organization's Renewal Form has been received and successfully processed, you will receive an e-mail giving you instructions on how to log in to your current organization's club site so that you can update your organization's information with new officers, update your member lists, and grant appropriate members club site access. Officers must be full-time matriculated undergraduate students at the University of Rochester.

If you do not submit this form and update your club site by Friday, September 28th, 2007, you will not receive the benefits of registered organizations.

Date: _____ **Name of Organization:** _____

Classification as determined by SA Policy Committee and Wilson Commons Student Activities:

- | | | |
|---|--|--|
| <input type="checkbox"/> Academic Council | <input type="checkbox"/> Academic Honor Society | <input type="checkbox"/> Awareness |
| <input type="checkbox"/> Class Council | <input type="checkbox"/> Club | <input type="checkbox"/> Club Sports |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Entertainment Programming | <input type="checkbox"/> Fraternity/Sorority |
| <input type="checkbox"/> Hall Council | <input type="checkbox"/> Graduate Student Organization | <input type="checkbox"/> Intercollegiate Competition |
| <input type="checkbox"/> Networks | <input type="checkbox"/> Performing and Fine Arts | <input type="checkbox"/> Political |
| <input type="checkbox"/> Pre-Professional | <input type="checkbox"/> Publications/Media | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Special Interest Housing | <input type="checkbox"/> Student Government | |

Signatures:

Many organizations must receive at least two signatures. Additional advisors are also encouraged.

- Academic/Pre-Professional: College Department Office and 201 Wilson Commons
- Club Sports: 2117 Goergen Athletic Center, Ryan Kadlubowski and Faculty Advisor
- Class Council, Clubs, Awareness, Entertainment Programming, Intercollegiate Competition, Media/Publications, Performing and Fine Arts, Political, and Student Government: 201 Wilson Commons
- Community Service: RCCL (5th floor WC) and 201 Wilson Commons
- Graduate Student Organization: Department Office and Brian Fleming, Residential Life, 020 Gates, SBA Halls
- Fraternity/Sorority: Director of Fraternity and Sorority Affairs, 201 Wilson Commons
- Hall Councils and Special Interest Housing: Residential Life Advisor and Ed Feldman, Susan B. Anthony Halls
- Religious: Interfaith Chapel

Advisor:

Advisor's Name (print): _____ Email: _____

Advisor's Signature: _____

Advisor:

Advisor's Name (print): _____ Email: _____

Advisor's Signature: _____

Please list any additional advisors and their email:

My signature below confirms that I am a representative of the above organization. I understand that turning in this renewal form is only the first step in completing the renewal process.

Printed Name: _____ **Signature:** _____

Officer Title: _____ **Class Year:** _____ **Net ID:** _____

Email: _____ **Phone:** _____