



CU Anschutz

BASIC REQUIREMENTS, REGISTRATION, AND RENEWAL

Student Organizations and
Advisors



Why Register

- Provides access to benefits and resources
- A partnership agreement with the University that you will follow policies and procedures
- Must be renewed, can be revoked



BASIC REQUIREMENTS



- At least 3 members who are currently enrolled as CU Anschutz students

- 51% of your roster must include students - (49% can include staff or faculty)

Your executive board must be 51% students AND your total roster must include 51% students

Included in the 3 members:

- At least 1 President

- At least 1 Treasurer

- At least 1 Faculty or Staff member as Advisor

- A constitution that is in line with standards

- Maintain roster with current members and advisors





Registration Renewal

■ Annual Renewal

Regular verification that your org. meets basic requirements.

■ **If you don't renew,**
you lose
registration and
benefits.

■ Every Spring

You can register as a new organization at all times but renewal takes place from March 28th-April 31st.

■ Registration Location

Website:
Student Organizations
(cuanschultz.edu)

REGISTRATION PROCESS FOR ALL STUDENT ORGANIZATIONS

1. Submit a registration form to the Student Engagement Office
2. All registration materials will be reviewed for initial approval.
3. If initially approved, the President and Advisor must complete the online training.
4. Once completed, your organization is approved and can benefit from all benefits like extra funding and support.



Trainings



- After you have been initially approved through email by turning in all the required materials, you will get the instructions to complete the online training.
- The president and advisor must complete all trainings.
- When you finish the online training, you will receive an email and be able to plan events and request funds.
- You will officially be a CU Anschutz Student Organization.



ADVISORS

- Individuals who have volunteered to guide and support in the best interest of an organization and its members
- All organizations must have at least one faculty or staff advisor
- Automatically added as event reviewers
- Complete the student organization advisor registration form as part of the renewal process

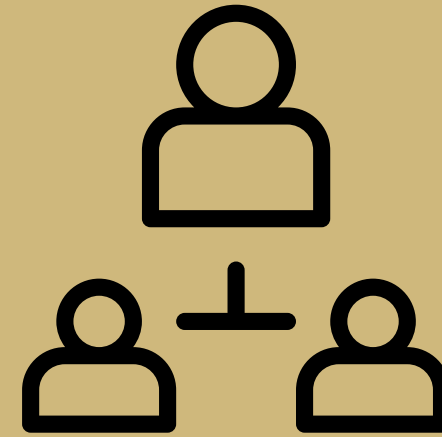


ADVISOR EXPECTATIONS



Advocate

- Have access to current constitution, manuals, emails, social media
- Have an understanding of the policies regarding student orgs. at CU Anschutz



Coach

- Attend meeting and events when possible
- Advise to prevent or walk through high-risk practices
- Follow up on any discipline issues or sanctions



Mentor

- Be available to the members of the org.
- Have a shared understanding of the expectations
- Provide support during transition



Advisor Reporting Responsibilities



Concerning Behaviors by Individual Members

- Danger to self and/or others
- Stalking
- Sexual assault
- Severe academic or health issues
- Mental Health concerns
- Suicidal behavior
- Others

- Hazing or abuse of members
- Events that have not been approved
- Inappropriate use of alcohol
- Violations to the student code of conduct
- Others



QUESTIONS AND SUPPORT



Office of Student Engagement

Studentorganizations@cuanschultz.edu