



## Student Organization Registration Guide

Welcome to the Student Organization Registration Guide! This quick guide will provide an overview of the Student Organization Registration Process and what you will need to complete it. **All student organizations must maintain their registered status with Clemson University.** Failure to complete the registration process during the determined period will lead to loss of registered status and the benefits associated with it.

### What is Student Organization Registration?

Student Organization Registration is the annual process for student groups to voluntarily affiliate with Clemson University to receive benefits and remain in compliance with University policies.

### Benefits of Being a Registered Student Organization

Registered student organizations receive many benefits from their registered status with Clemson University, including:

1. Active TigerQuest page to use to create events, track attendance, and much more.
2. Access to marketing on campus like:
  - a. CU There Newsletter
  - b. TigerQuest
  - c. Posting posters/flyers or hanging banners in approved university spaces
  - d. Social media shout outs
3. Reduced rates for space rentals
4. Access to funding from the Student Funding Board (undergraduate organizations) or Graduate Student Government (graduate organizations)

### “Where do I Complete the Registration Process?”

Organization presidents who are re-registering their organizations can access the registration portal through their Organization Management area on TigerQuest. **The registration portal can only be accessed by organization presidents during the established registration period.**

New Organizations that wish to register must meet with Student Involvement and Leadership before they can register through the Organizations tab on TigerQuest. [Click here to schedule a consultation.](#)

### Agreement Forms – Student Organizations and Advisors

As part of the registration process, student organization presidents and advisors may be required to read and agree to certain terms and conditions. **Agreement forms are based on student organization category.** Please read below to find your organization’s category and the associated agreement forms. Most student organization agreement forms do not require a physical president’s signature in the registration process. However, advisors must print and physically sign their acknowledgement forms to include in the registration portal. The updated advisor form is linked below. **Digital signatures will not be accepted.** All agreement forms can be reviewed in the Student Organization Policy and Related Procedures. [Click here to access the policy.](#)



### List of Required Agreement Forms

- Independent Student Organization
  - a. Independent Student Organization Agreement
  - b. **Advisor Acknowledgement** (*advisors are not required for ISOs, but organizations wishing to have an official advisor must have them complete this form*)
- Independent Council
  - a. Independent Council Agreement
- Delegated Student Organization
  - a. No agreements are required
- Fraternal Organizations (*only applies to organizations recognized by Fraternity and Sorority Life*)
  - a. Fraternal Agreement
  - b. Advisor Agreement
  - c. Physical signature in conjunction with Fraternity and Sorority Life

### Annual and Contingency Funding Requests

Registered undergraduate student organizations may submit annual or contingency budget requests to receive funding from the Student Funding Board. Annual funding is available for purchases or costs from July 1, 2020 - June 30, 2021. **95% of the total Student Activity Fee (\$1.4 million) is allocated during Annual Funding.** As such, we strongly encourage organizations to apply for an Annual Budget. For more information on the funding process and the Student Funding Board, [please click here to see our helpful guides](#). Students may also request to meet with a representative from the Student Funding Board. [Click here to schedule a meeting](#). Once you submit a Budget Request, you will receive more information to schedule a hearing to present your request to the Student Funding Board.

Graduate student organizations should refer to the Graduate Student Government for guidance on applying for funding. For more information, contact Amir Malek at [amaleka@clmson.edu](mailto:amaleka@clmson.edu).

### Registration Meetings

Registration meetings are an opportunity to learn more about the registration and funding process. Representatives from Student Involvement and Leadership, the CUSG Organizations Committee, and the Student Funding Board will be available to answer questions and provide guidance. All meetings will be held in the CUSG Senate Chambers on the following dates:

- Friday, January 17, 2-3 pm
- Thursday, January 23, 1:30-2:30 pm
- Wednesday, January 29, 4:00-5:00 pm
- Tuesday, February 4, 8:30-9:30 am



### **Upcoming Dates to Know**

- All Student Organization Registration - January 13 - February 7
- Registration meetings (all held in the CUSG Senate Chambers)
  - Friday, January 17, 2-3 pm
  - Thursday, January 23, 1:30-2:30 pm
  - Wednesday, January 29, 4:00-5:00 pm
  - Tuesday, February 4, 8:30-9:30 am
- Annual Funding Hearings - February 16 – February 20
- New and Inactive Student Organization Registration: April 1 - October 30

### **Consequences of Not Registering Your Organization**

Student organizations that fail to complete the registration process during January 13 - February 7 will be deactivated from our online organization database (TigerQuest) and barred from benefits listed above. Inactive organizations that wish to still register must schedule a meeting with Student Involvement and Leadership before the New and Inactive Student Organization Registration process opens on April 1 in order to qualify for registration.

If you have any questions about the registration process, funding, or anything else related to your organization, please do not hesitate to reach out to [SIL@clemsun.edu](mailto:SIL@clemsun.edu).