



# REGISTERED STUDENT ORGANIZATION POLICY AND SIGNATURE FORM

Each organization must file a signed statement with the Office of Student Activities affirming that the following policies (which are included in the *Student Organization and Advisor Handbook\**) have been read to and reviewed by the entire organization. It is the responsibility of the organization president to see that these policies are read by all new members as they join the organization.

The following Western Illinois University policies have been read to the members of \_\_\_\_\_.  
(Organization Name)

| <u>POLICY</u>                          | <u>DATE READ</u> |
|--|------------------|
| Alcohol & Alcohol Philanthropic Policy | _____            |
| Hazing Policy                          | _____            |
| Non-Discrimination Policy              | _____            |
| Poster Distribution Policy             | _____            |
| Trademarks and Logos Policy            | _____            |
| Risk and Liability Policy              | _____            |
| Solicitation/Fundraising Policy        | _____            |
| Sexual Harassment Policy               | _____            |

The organization understands that if there are any violations of these policies reported to Western Illinois University, disciplinary action may be taken.

**Signatures:**

President's Name (Print): \_\_\_\_\_ President's Signature: \_\_\_\_\_

ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer's Name (Print): \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_

ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor's Name (Print): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Dept.: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** After completing this form, please **attach the following documents** and turn them into the Office of Student (University Union, First Floor):

\_\_\_\_\_ Organization's Constitution including:

- Date the constitution was last reviewed/revised (must be within the last 2 years)
- Not-for-Profit Statement\*
- Statement of Non-Discrimination\*
- Statement of Non-Hazing\*
- Statement of Compliance with Campus Regulations\*

\_\_\_\_\_ List of at least ten (10) active members

**NOTE: The registration process is not complete until this form and all of the above-mentioned documents are submitted.**

\*Wording for the required statements and the *Student Organization and Advisor Handbook* can be found on our website, [osa.wiu.edu](http://osa.wiu.edu). Contact the Office of Student Activities at 298-3232 with any questions.

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Date on Constitution: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

Notes/Comments: