What you need to know about being a student organization

KATELYN WHITTY
DIRECTOR OF STUDENT ACTIVITIES
CREIGHTON STUDENTS UNION LEADERSHIP SUMMIT
To be REGISTERED

- You need three things to be considered a registered student organization
  - 1. Annual Activity Report—this is to be turned in at the end of the academic year to communicate to the SAO what your organization has been up to.
  - 2. Annual Registration Form—this is to be turned in when you change officers so we know who your President and Execs are.
  - 3. SOOS training/CSU Leadership Summit—this powerpoint!

- Updating information: We only update information in batches. Mailboxes and web information will be updated.
Forms are the most widely used service through the Student Activities Office. If your organization is hosting an event, making a t-shirt, or raising money—chances are you need a form.

We have consolidated our various forms, into one common form. It can be found online, and emailed to sao@creighton.edu for approval.

- Approval can take up to 5 business days.
- A copy of your form, signed, in your mailbox is approval.
Fundraising

- If you are collecting money (not including dues) to support a philanthropy, organization, merchandise or event.
- If you are hosting a bake sale or food sale of any kind you will need to fill out a Catering Exclusivity form. Sodexo is our on-campus food service provider for all events, unless you have an approved catering exclusivity waiver.
- Form should be turned in two weeks in advance
- Student Organizations do not fall under the university’s tax exempt status. If you are soliciting donations you must add the paragraph below to information potential sponsors/donors.

  - Every contribution is important to supporting the activities of the ____ (organization name) ____ and enriching the experience of our students. Please be aware that our fundraising efforts are distinct from those of Creighton University and the ____ (organization) ____ is not covered by the University’s 501(c)3 tax-exempt status, therefore a Creighton charitable gift acknowledgement will not be given. Your contribution to the ____ (organization) ____ is gratefully appreciated.
The Event form can be used to notify the SAO of large scale events-like conferences, community events, etc.

This form can also be used to get your event/meeting/fundraiser on the Creighton Calendar.
**T-shirt/Merchandise**

- If you are creating a t-shirt, flip flops, polo, frisbee, etc for your organization to sell or just have—you need to fill out the form.
  - Please submit the form with a jpeg/pdf of your design. I cannot accept hand drawn pictures or descriptions.
  - You design must be approved before you purchase the items.
  - You can use the Creighton University logo or Billy the Bluejay, but any alterations must be approved by PR/Marketing—I take care of this for you
  - If you are selling something to raise money—you also have to fill out the fundraising form.
The Student Activities Office staff moderates the Student News listserv which is then published by University Relations. Twice a week, Monday and Thursday, a digest email will be sent posting the events that have been submitted to the listserv. The digest email links to a website that offers more information. All submissions will be left on the website until the date passes for that event. Guidelines for submissions are as follows:

- Submissions must be received by Friday by 9 a.m. for the Monday edition and by Wednesday at 9 a.m. for the Thursday edition.
- The email must be sponsored by a Creighton University student, faculty, or staff member OR a university department or registered student organization. The sponsor and contact information MUST be included.
- Advertised events must have a date, time, and location and contact information in the email.
- Submissions must be in Word format or text within a submitted email (in a normal font, no colors or large font or bold font necessary). Pictures, logos, graphics, etc can be submitted in JPEG format and if possible, will be used on the website.
- The email must follow all the Posting Guidelines in the Student Handbook.
- To submit an event or involvement opportunity, please send the email to student_news@lists.creighton.edu.
- To subscribe or unsubscribe from the listserv, please visit the Mailman website.
- Please contact Katelyn Whitty in Student Activities if you have any questions at x1715.
Privileges and Responsibilities

As a registered student organization you can:

- Request funding from your student government
- Post on SAO posting boards without approval (just make sure to include your contact information and does not include events with alcohol)
- Submit items to Student News
- Reserve space in Skutt and Harper Centers

As a Registered student Organization you are:

- Responsible for your own finances—be sure to check your Creighton Federal Credit Union account to ensure that your new leadership is on the account.
- Responsible for understanding all policies—not knowing is not an excuse. Take a few minutes to read through the policies on our website.
Contact Information

- Collegiate Link—what is it and how will it help
  - CU Involved

- If you have any questions or need clarification please call or email me
  - Katelyn Whitty
  - 402-280-1715
  - katelynwhitty@creighton.edu or sao@creighton.edu