STUDENT ORGANIZATION REGISTRATION & RECOGNITION

Registration

How do you start a new club?

Registering a new organization requires you to have at least three student signers in order to be recognized. Fill out the Student Organization Registration process on OrgSync by clicking 'Browse Organizations' from the home page, and then selecting the 'Register New Organization' button.

In order to complete the registration process you will need to have:

- Identified an organization President, Treasurer, and Governing Body Chair
- Identified an organization faculty/staff Advisor
- Drafted a constitution. A sample constitution can be found in the LEAP Portal under Files

Once your application is complete and submitted you will be contacted by the LEAP Office to attend the next meeting of the Inter-Club Council (ICC) where you will be asked to give a brief presentation about your organization, its mission, goals, and progress thus far. The ICC members will then vote to approve or you're your application for registration.

**IMPORTANT INFORMATION for those starting NEW organizations: You MUST complete the OrgSync registration form during the designated registration period in either fall or spring to be considered for new organization recognition. The most up to date registration dates can be found on the website at http://www.whittier.edu/leap/create.

Do we only have to register our organization once?

No. Every organization is required to re-register each fall during the designated registration period. Dates for the registration period will be communicated prior to the beginning of each semester.

What privileges do registered campus organizations receive?

As a registered campus organization at Whittier College, your organization has many privileges including:

- A campus e-mail address
- An active OrgSync portal
- A student organization budget account with the Business Office
- An Event Management System (EMS) account, allowing for the reservation of space and equipment on campus
- The ability to request funding from ASWC
- Access to the LEAP Student Resource Center
- The ability to publicize and promote events on campus through LEAP approved bulletin boards and POET TV
- A one-time start-up allocation of $150 for new student organizations provided by ASWC Senate

How do I re-register as a recognized campus organization?

Prior to the start of each semester, each student organization's OrgSync Administrators will be prompted to update their registration application upon visiting their organization's portal. This form must be updated and approved for the organization to be considered registered for the new academic year.