

Frequently Asked Questions for Student Organizations FAQ's

*Center for Student Involvement
106 Student Center
Lexington Ky 40506-0030*

Registration Questions

How Do I Start A NEW Student Organization?

- 1-Schedule a visit with a member of the Center for Student Involvement (CSI) staff, Room 106 Student Center for a consultation.
- 2-Complete and submit a new application for registration to the CSI. This application includes developing a constitution for the group, identifying a minimum of five students interested in forming the organization.
- 3-Sign the back of the new registration form after reading UK's policies and regulations governing student organizations and the affirmative action statement. By signing this page, the students indicate they will abide by these statements.
- 4- Identify a member of the University faculty to serve as an advisor to your organization. This individual should be someone who is interested in assisting the organization and serving as a resource for guidance and direction.
- 5-After completing the registration form and compiling a constitution, submit all paperwork to CIS for processing.

How do you re-register an organization?

Fill out a re-registration form found in the CSI or online at www.uky.edu/GetInvolved/StudentOrgs/Forms.html

What Are The Additional University Regulations and Policies Regarding Student Organizations?

Check out the regulations web page at:

<http://www.uky.edu/GetInvolved/StudentOrgs/regs.html>

Can we register online?

www.uky.edu/GetInvolved/StudentOrgs

All the forms can be found there but they still have to be turned into the CSI.

Why should we get registered?

To take advantage of free resources such as funding from SGA, free Student Center room reservations, participation in recruitment fairs, etc., and to be affiliated with the university. Any group not registered cannot use the UK name nor plan any activities or fundraising on campus.

How do I change officers for an organization?

Complete a Change of Officer's form and turn into the Administrative Office in the Center for Student Involvement.. This form can only be completed if the group is officially registered for the academic year. The form is located on our forms page at:

www.uky.edu/GetInvolved/StudentOrgs/Forms.html

Is an organization required to re-register every year?

Yes, in order to be considered a registered organization with the university, clubs are required to register every March after spring break.

Advisor Questions

What Is The Role Of Advisors?

1-Faculty Advisor: A member of the faculty of the university connected with or interested in the organization, which shall offer support and advise the officers in carrying out the purposes of the organization at their regular meetings or at a special meeting called for that purpose.

2-University Advisor: A member of the staff of the Division of Student Affairs or any administrative office under the Vice President's or Dean of Students jurisdiction whose duty shall be to counsel and advise the organization and its officers as to their powers and responsibilities.

What are the Advisor Requirements?

Advisor requirements vary by the classification of the group. Please check below to see which advisors are needed. All groups require a Faculty Advisor. University Advisors and Faculty Advisors are required for Specialty Groups.

Fraternities/Sororities: Need a Faculty Advisor and a University Advisor	Departmental: Need a Faculty Advisor	Governmental Groups: Need a Faculty Advisor and a University Advisor
Examples: Alpha Phi Alpha Delta Delta Delta	Examples: Dairy Club Geographical CSliety	Examples: SGA MSGA
Honorary Recognition: Need a Faculty Advisor	Political Groups: Need a Faculty Advisor and a University Advisor	Specialty Groups: Need a Faculty Advisor and University Advisor
Examples: Alpha Lambda Delta Freshman Honorary Mortar Board Senior Honorary	Examples: College Democrats College Republicans	Examples: Baptist Student Union Cool Cats Ice Hockey

Website Questions

How do we get a website?

Fill out the Computing Center Request form which can be found on UK's web forms page or the Center for Student Involvement forms page and drop off to the Administrative Office in the CSI for processing.

How do we load web pages?

Go to the www.uky.edu/Providers link for more information or go to the Center for Student Involvement "How To" web page link and follow the instructions for loading web pages.

Office Space and Mailbox Questions

How do we get a CSI Office Storage Drawer

Complete an Office Drawer Request form located at the CSI Information Desk or on the CSI forms page and turn into the CSI Administrative Office.

How do we get a mailbox?

1-Complete a Mailbox form located in the Center for Student Involvement or on the CSI web forms page and turn into the CSI Administrative Office.

2-Go to the Postal Services located in the basement of the Classroom building and sign up for a official Post Office Box.

Funding Questions

Do all registered groups automatically receiving funding once they are registered?

NO, funding is only available through the Student Government Association.

How do we get funding?

There are several different funding options to look at in the Student Government Association office, Room 120 Student Center, (859) 257-3191, please call for more information or check out the funding packet information at:

http://www.uky.edu/SGA/2007-2008_Funding_Request_Packet.pdf

Do we need to be registered in order to get funding?

Yes, all groups need to be registered at least one semester before applying for funding through SGA.

Are there other funding options available?

Groups can do fundraising on campus.

Reservation Questions

How do we reserve the Conference Room in the CSI?

Contact the CSI office by phone, 257-1109 or email – dlstep00@uky.edu
Indicate the date and time needed. Please leave your contact information in case the date and time are not available.

How do we reserve the SMART Classroom in the CSI?

Contact the CSI office by phone, 257-1109 or email – dlstep00@uky.edu
Indicate the date and time needed. Please leave your contact information in case the date and time are not available.

How do we reserve rooms in the Student Center?

Go to room 209 Student Center or call Rhonda King, (859) 257-5781. Check out the Meeting and Event Facilities on the CSI web forms page for additional sites.

How do we reserve space on campus?

You can check out the Meeting and Facility page on the CSI web forms page and contact the area where you want to reserve for date and time openings.

How do we reserve the Portable Tables and Chairs in CSI?

Complete a Table Reservation form and take to Rhonda King, Room 209 Student Center for her approval and then return to the CSI to verify final approval and to check availability of equipment.

PR and Marketing Questions

Where can we go to get information about PR & Marketing?

<http://www.uky.edu/StudentActivities/StudentOrgs/pdf/AdManual.pdf>

Where can we promote for FREE?

Student Activities Campus Calendar: <http://www.uky.edu/CampusCalendar/>
Appears in the Ky Kernel on Monday & Tuesday of each week

Channel 50: <http://www.uky.edu/StudentAffairs/Channel50/>
Send a PowerPoint Presentation of your event, will run for a limited time

WRFL-Fm 88.1: <http://wrfl881.org/>
Will run PSA's of your event

UK Today Calendar: <http://uktoday.uky.edu/>
Include information about your event, will show up in the daily calendar of events and activities going on all around campus.

Where do we go to use the display cases in the Student Center?

Groups can promote their groups using the display cases in the Student Center. Go to the Office of Student Involvement, room 203 Student Center and set up a week of promotions for you group.
FREE

Can any Vendor print promotional items for our UK group?

No, only vendors approved by the UK Purchasing office and have paid the licensing fee to print the UK logo are approved to print promotional items. Approved Vender list can be found at:
<http://www.uky.edu/Purchasing/promoitems.htm>

Agency Cost Center Account Questions

What is an Agency Cost Center Account?

An Agency Cost Center Account provides a centralized source for monetary deposits, check request and issuance, and documentation of the organization's expenses both monthly and annually.

There are no service fees on an Agency Cost Center Account!

The Agency Cost Center Account is assigned in the name of the organization, rather than an individual. As officers change annually, this allows for easy transition of the account on a year to year basis.

Where Do I Get the Agency Cost Center Account Form?

You can stop by the Center for Student Involvement, Room 106 Student Center to complete the form or you can complete the form on line at:

<http://www.uky.edu/eForms/forms/AgencyCostCntrReqFrm.pdf>

Where Do I Turn In the Agency Cost Center Account Form?

Turn in all Student Organization account forms to the Administrative Office of the Center for Student Involvement, Room 106 Student Center.

When Do I Get My Account Number?

Your account number will be assigned within 5-7 business days. You will be notified by e-mail what the number will be.

How Do I Access My Account?

You will need to attend a workshop session or set up an appointment to go over the procedures required by the university to maintain your account.

Do We Need To Renew The Account Every Year?

Yes, accounting requires a renewal every fiscal year, June 30-July1.