Positions Announcement: Read before you make changes

The new positions feature in OrgSync might mean that there are some questions you no longer need to ask in your organization registration form. However, if you just delete those questions or pages you will lose any past data associated with those questions. In order to not lose data, just mark your question as being "admin only". This will hide the question from your users, but you will still have access to the data for reporting purposes.

If you have any questions please contact your campus consultant.

The Basic Profile

The Basic Profile is set up by OrgSync and requests basic information about the organization including full organization name, abbreviated name, category, description, keywords and website. This information becomes a part of their profile, so you do not need to ask for it below. If you would like to add additional questions, you may do so using the form builder below.

Contact your campus consultant for the organization registration best practices guide.

INCLUDES:

- Full Organization Name
- Abbreviated Name
- Category
- Description
- Keywords
- Website

Page 1  General Organization Information

Required  1. Statement of Purpose/Mission. (ID: 3004630)

Please describe the organization's purpose and/or mission. Statements of Purpose should only be a few sentences long, at maximum.
2. If you have provided the YCDO a constitution and/or bylaws during a previous registration, we have uploaded the text below. SAVE THIS INFORMATION. After your first registration in this new platform, this question will disappear. (ID: 3028272)

You may consider integrating this information into the Constitution and/or Bylaws you will upload in the next question.

3. Most Current Organization Constitution and/or Bylaws (ID: 2992655)

Please upload the most current version of your group's constitution and/or bylaws.

Your constitution should include:
- Membership Requirements and/or Process
- Leadership Selection Process
- A Dissolution Clause, i.e. in the case of your organization's dissolution, who receives your funding?

You must have a constitution on file in order for your registration or registration renewal to be approved.

4. What are your organization's goals for this upcoming year? (ID: 3004631)

Please list your goals.

5. If your organization wishes to include "Yale" in its name, you must reapply to use the Yale name every year. Would you like to reapply to use the Yale name in your organization's title this year? (ID: 3012319)

Please note that only approved uses of the Yale name are allowed on all merchandise, including t-shirts, as well as on publications and online presence.

- Yes
- No
- My organization's title does not include the Yale name.

6. Upload Organization Marks (ID: 3000640)
Yale must approve all uses of the Yale name and/or logos in affiliation with a student organization prior to use by that student organization.

If your organization has any marks, such as a logo, and they will be used on merchandise, brochures, and/or websites during this academic year, please upload a PDF with all related marks.

7. Usual Meeting Day(s) (ID: 3026427)
Which days does your organization typically meet, whether for a group meeting, a reading, a rehearsal, or another regularly occurring event?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

8. Usual Meeting Time (ID: 3000627)

Time

Required

9. Complete the following sentence. "My organization is made up of..." (ID: 3012320)

- Undergraduates
- Graduate and/or Professional Students
- Faculty
- Staff
- Community Members
Thank you for submitting your request to use the Yale name or to include Yale in your logo. The University policies on Use of the Yale name are currently under review. We anticipate new changes will go into effect in the Summer of 2017.

For now, we will judge your request using the requirements currently listed in the Undergraduate Regulations here. If we have immediate questions or concerns about your use of the Yale name, you will hear more from us soon.

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This page will only be shown if...
the answer to ’5. If your organization wishes to include "Yale" in its name, you must reapply to use the Yale name every year. Would you like to reapply to use the Yale name in your organization's title this year?' has one of the values Yes or...
the answer to ’6. Upload Organization Marks’ is present (has an answer)

**Page 2  Use of Yale Name & Logo**

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**Page 3  Percentage Membership**

Required 10. Percent Undergraduate (ID: 2992654)

Percentage of your active members that are undergraduate students in your organization

- 0 % - Our membership is exclusively non-undergraduate students
- 1-25%
- 26-50%
- 51-75%
- 76-99%
- 100% - Our membership is exclusively undergraduate
This page will only be shown if...
the answer to "10. Percent Undergraduate" is equal to 1-25%
or if...
the answer to "10. Percent Undergraduate" is equal to 0 % - Our membership is
exclusively non-undergraduate students
or if...
the answer to "10. Percent Undergraduate" is equal to 26-50%

Page 4  Graduate Groups

To be registered with the Yale College Dean’s Office and receive all the privileges of registration, Yale College undergraduate must make up the majority of the organization’s membership.

Please contact your graduate or professional school’s Office of Student Affairs for more information about the support that can be offered to your organization.

Page 5  Affiliations & Advisors

Required  11. Is your organization affiliated with and/or supported by any of the following centers and/or departments? (ID: 3000628)

An affiliated center or department provides your organization with resources, support, and/or space.

☐ Asian American Cultural Center
☐ Afro-American Cultural Center
☐ Chaplain’s Office
☐ La Casa Cultural Julia de Burgos
☐ Native American Cultural Center
☐ Office of International Students & Scholars (OISS)
☐ Office of LGBTQ Resources
12. If you said "Other (Academic OR Non-Academic)" to the previous question, please write the name of the department(s) and/or centers here. (ID: 3000629)

[Validation]
Valid input may include: Alphanumeric - ex: A11a
Punctuation is not allowed.

13. Is your organization a religious/spiritual organization? (ID: 2992647)

- Yes
- No

14. Has your organization incorporated as a 501(c)3? (ID: 3004900)

Yale University allows student organizations to incorporate as a 501(c)3 with the IRS.
Any student organization that chooses to incorporate as a nonprofit should be attentive to all state and federal filing requirements.

- Yes
- Yes, my organization is a 501c3 through our national organization.
- No
- No, but we are planning to become a 501c3 this year.
- I don’t know

15. Is your student organization a part of or affiliated with a national or local organization? (ID: 3000630)

- School of Engineering and Applied Sciences (SEAS)
- Other (Academic Department)
- Other (Non-Academic Department)
- My organization is a Dwight Hall Member Group
- My organization is undergoing the Dwight Hall membership process.
- None
For example, a Greek organization, a local congregation, or a nonprofit.

- Yes
- No

Required  16. Is your organization connected to any of the following? (ID: 3000631)

While Yale College does not require organizations to have a non-student advisor, we highly recommend considering their counsel.

- A Yale Faculty or Staff Advisor
- A Paid Advisor or Staff Member (i.e. a Choral Director, a Religious Leader, etc.)
- A Board of non-Yale students (i.e. an Alumni Board, a Board of Directors, etc.)
- No, my organization does not have a board and/or advisor.

This page will only be shown if...
the answer to “11. Is your organization affiliated with and/or supported by any of the following centers and/or departments?” has one of the values My organization is a Dwight Hall Member Group

Page 6  Dwight Hall

Text Block

Dwight Hall at Yale is the Center for Public Service and Social Justice on Yale's campus, and is the largest student-run service organization in the country. All groups affiliated with Dwight Hall have access to additional resources like cars and funding, but groups must complete a separate registration process with Dwight Hall.

For details on becoming a new member group, please visit http://dwighthall.org/becoming-a-DH-member-group, or reach out to cocoordinators@dwighthall.org.

This page will only be shown if...
the answer to “11. Is your organization affiliated with and/or supported by any of the following centers and/or departments?” has one of the values Office of LGBTQ
The Office of LGBTQ Resources provides a range of resources to affiliated organizations university-wide, including meeting space, support with developing and co-sponsorship of programming, funding (from small amounts for snacks to larger amounts for performers and speakers), and more!

Affiliated organizations are invited to our semesterly Queer Leadership Roundtables, which bring together leaders of LGBTQ+ organizations across the University, and to our Fall Queer Leadership Workshops, which feature sessions facilitated by campus leaders.

Visit our website, [lgbtq.yale.edu](http://www.lgbtq.yale.edu), or email [lgbtq@yale.edu](mailto:lgbtq@yale.edu) to find out more about our drop-in office hours, to schedule an appointment or to learn more about us.
19. What is the name of your contact person at the national or local organization? (ID: 3012327)

20. Contact person's email address. (ID: 3012328)

21. Contact person's phone number. (ID: 3020769)

This page will only be shown if...
the answer to "14. Has your organization incorporated as a 501(c)3?" is equal to Yes

Page 9  Nonprofit Organizations

Don't know the year your organization became a 501c3 and/or your registered agent? Use GuideStar!

22. When did your organization become a 501c3? (ID: 3012323)

23. Who is your registered agent? (ID: 3013337)
24. Did your organization file a form 990 in the previous tax year? (ID: 3012324)

- Yes
- No
- I don't know

This page will only be shown if...
the answer to "14. Has your organization incorporated as a 501(c)3?" is equal to No, but we are planning to become a 501c3 this year.

Page 10  Considering Nonprofit Status

While Yale College student organizations are not prohibited from incorporating as 501c3s, it is a complex effort with significant additional responsibilities and a long-term commitment for your organization. If your organization is considering becoming a 501c3, you must make an appointment to meet with Dean Peck and/or Adriana Ortiz before filing.

Please note that if you choose to incorporate as a 501c3, the YCDO is unable to offer legal guidance.

This page will only be shown if...
the answer to "16. Is your organization connected to any of the following?" has one of the values A Yale Faculty or Staff Advisor and answer to "11. Is your organization affiliated with and/or supported by any of the following centers and/or departments?" does not have one of the values Chaplain's Office or if...
the answer to "16. Is your organization connected to any of the following?" has one of the values A Yale Faculty or Staff Advisor and answer to "13. Is your organization a religious/spiritual organization?" is equal to No.
25. Primary Advisor's Name (ID: 2992658)
This person should not be a student.

26. Primary Advisor Email Address (ID: 2992661)
This person should not be a student.

**Validation**
Valid input may include: name@myschool.edu

27. Primary Advisor Status (ID: 2992665)
This person should not be a student.
- [ ] Yale Staff
- [ ] Yale Faculty
- [ ] Yale Alum
- [ ] None of the Above

28. Primary Advisor's Title and Department (ID: 3004633)
Ex: Professor, History Department

29. Secondary Advisor Name (ID: 2992660)

30. Secondary Advisor Email Address (ID: 2992664)
Validation
Valid input may include: name@myschool.edu

31. Secondary Advisor Status (ID: 2992666)

☐ Yale Staff
☐ Yale Faculty
☐ Yale Alum
☐ None of the Above

32. Secondary Advisor's Title and Department (ID: 3004634)
Ex: Professor, History Department

This page will only be shown if...
the answer to "13. Is your organization a religious/spiritual organization?" is equal to No
and answer to "16. Is your organization connected to any of the following?" has one of the values A Paid Advisor or Staff Member (i.e. a Choral Director, a Religious Leader, etc.)
or if...
the answer to "11. Is your organization affiliated with and/or supported by any of the following centers and/or departments?" does not have one of the values Chaplain's Office
and answer to "16. Is your organization connected to any of the following?" has one of the values A Paid Advisor or Staff Member (i.e. a Choral Director, a Religious Leader, etc.)

Page 12   Paid Staff and/or Advisor

Required 33. Paid Staff/Advisor's Name (ID: 3012379)
Required 34. Paid Staff/Advisors Title (ID: 3012380)

Required 35. Paid Staff/Advisor's Email Address (ID: 3012381)

**Validation**
Valid input may include: name@myschool.edu

Required 36. Paid Staff/Advisor's Phone Number (ID: 3012382)

**Validation**
Valid input may include: XXX-XXX-XXXX

Required 37. What assistance does your paid staff/advisor provide to your organization? (ID: 3013345)

Examples may include assistance with budget management, event planning, vendor payments, leadership transition, etc.

Required 38. Who pays your staff/advisor? (ID: 3013344)

---

This page will only be shown if...
the answer to **'16. Is your organization connected to any of the following?'** has one of the values **A Board of non-Yale students (i.e. an Alumni Board, a Board of Directors, etc.)**
39. What assistance does your Board provide to your organization? (ID: 3020753)
Examples may include assistance with budget management, event planning, vendor payments, leadership transition, etc.

40. Name of your Board's preferred contact person (ID: 3013346)
This non-Yale student could be the Chair of your Board or a normal member.

41. Board Contact Person's Email Address (ID: 3013347)
**Validation**
Valid input may include: name@myschool.edu

42. Board Contact Person's Phone Number (ID: 3013348)
**Validation**
Valid input may include: XXX-XXX-XXXX

43. Please list the members of your board along with their titles. (ID: 3012384)
Exp.: Peter Salovey (President, Yale University) ; Jonathan Holloway (Dean of Yale College, Yale University) ; etc.
Page 14  Religious Organizations

Required  44. What is your organization's religious affiliation? (ID: 2992669)

Required  45. If Other, please name: (ID: 3026433)

Required  46. Professional/Faculty Advisor's Name (ID: 2992670)

Required  47. Professional/Faculty Advisor's Email Address (ID: 2992671)

Validation
Valid input may include: name@myschool.edu

Required  48. Professional/Faculty Advisor's Phone Number (ID: 2992672)

Validation
Valid input may include: XXX-XXX-XXXX

Required  49. Professional/Faculty Advisor Status (ID: 2992673)

- Yale Staff
- Yale Faculty
50. If Other, please explain her/his role: (ID: 2992688)

N/A

51. Does your advisor's organization provide appropriate boundary training and liability insurance? (ID: 3020798)

- Yes
- No

52. Would your group like to use any of the Chaplain's Office Spaces for your events? (ID: 3026434)

- Chaplain's Office Lounge
- Breathing Space
- Classroom 13
- Battell Chapel
- Dwight Chapel
- None

53. What are your weekly meetings, worship and/or ritual services? (ID: 3020800)

Please include day of the week, time and location.

Text Study, Monday, 7-9 PM at Breathing Space
Which of the following activities does your organization hope to do in the coming year? You will need to obtain separate approval for each.

Check all that apply.

- Host a conference at Yale
- Plan an event with minors (<18 year olds) in attendance (including on or off campus)
- Request funding from outside Yale
- Travel on behalf of your organization
- None of the above

Which of the following activities does your organization hope to do in the coming year? Each of these activities may benefit from University advising and resources, which are available to your organization.

Check all that apply.

- Co-sponsor events with non-Yale organizations
- Hold an event with 200+ anticipated attendees
- Host activities with alcohol
- Perform community service
- Produce live performances on campus
- None of the above

This page will only be shown if...
the answer to "54. Activities That Will Require University Review & Approval" has one of the values Host a conference at Yale
Congratulations on your decision to host a conference at Yale on behalf of your organization! Planning and hosting a conference is a large endeavor with many moving pieces. To support your organization, the YCDO will be reaching out soon to set up a time to meet and discuss your conference.

If you are working with minors, please be aware you must consult the Yale Programs for Children and Youth website to register your program in advance of beginning your work. Background checks may be required for your organization’s members, at cost to your student organization. For additional information on the background check requirement, read through the FAQs on Background Checks on the website.

If you will be hosting activities with alcohol, consider reaching out to AODHRI, a branch of the YCDO. The Alcohol and Other Drugs Harm Reduction Initiative is dedicated to reducing the various harms - physical, psychological, academic, and social - of drug and alcohol use among Yale undergraduates. AODHRI works to make sure students have the information and skill set they need to make smart choices regarding alcohol and drugs, and to create an environment that is conducive to those choices.
The AODHRI staff would be happy to sit down with your planning team to help you think through your event. You can contact them any time at aodhri@yale.edu.

If you choose to host activities with alcohol, you should also become familiar with the Undergraduate Regulations on Alcohol.

Note especially:

- The legal drinking age in Connecticut is twenty-one. The law provides that anyone who gives an alcoholic beverage to a person under the legal drinking age or to any person who is intoxicated is in violation of the law. It is also a violation of the law for a person under the legal drinking age to possess alcohol or to misrepresent his or her age.
- Alcoholic beverages are to be served from a well-illuminated bar physically separated from places where other refreshments are served.
- When serving alcohol at an on campus event, only authorized bartenders assigned to the event from a pool to be administered by Yale Dining can serve alcohol. Service of alcoholic beverages must cease one hour prior to the scheduled end of an organized social function.
- At any on campus event at which alcoholic beverages are served, the host must also provide non-alcoholic beverages and food in adequate amounts. Service of alcoholic beverages must cease if the supply of non-alcoholic beverages is exhausted.
- Beer and wine may be served at organized on campus social functions. Other alcoholic beverages, such as punch and mixed drinks, may be no more than 15% alcohol by volume. Grain alcohol is prohibited on campus.
- Students are strongly encouraged to call for medical assistance for themselves or for any student who is dangerously intoxicated; such a call for emergency help does not in itself lead to disciplinary charges.
- Connecticut statutes explicitly forbid the sale of alcoholic beverages unless the seller holds a state liquor license. No alcoholic beverages may be sold anywhere in the residential colleges or college annexes, Baker Hall ("Swing Space"), or anywhere on the Old Campus. Stratagems such as the sale of chits, potato chips, set-ups, or any article that may be redeemed for alcoholic beverages are the equivalent of paying money for alcoholic beverages and are prohibited. No admission may be charged or accepted for cocktail parties or other drinking parties no matter how named.
- There may be no advertising on the Web or elsewhere of alcoholic beverages at campus functions or at off-campus functions arranged by student organizations.

Congratulations on your decision to produce a live performance on campus! Producing a performance is a rewarding experience and can involve several different university processes.
Required  56. Briefly describe the type of community service your group will be performing. (ID: 2992700)

Required  57. What is the name of the community partner organization you actively volunteer for or serve with? (ID: 2992701)

Required  58. What is the physical address of this community partner organization? (ID: 2992702)
Include street address, city, state, zip code.

Required  59. What is the name of the primary contact at your community partner organization? (ID: 2992703)
60. What is the email address for the primary contact at your community partner organization? (ID: 2992704)

Required

Validation

Valid input may include: name@myschool.edu

61. What is the phone number for the primary contact at your community partner organization? (ID: 2992705)

Required

Validation

Valid input may include: XXX-XXX-XXXX

62. How often does your organization volunteer with your community partner organization? (ID: 2992707)

If known include days, times, and frequency.

Unknown

63. What method of transportation is used to transport members to off-campus community organizations? (ID: 2992708)

- Zip Car
- Personal vehicle
- Carpool
- Public transportation
- Bike
- Walk

Required

64. Does your organization work directly with any of the following populations? Check all that apply: (ID: 2992709)

- Children (6-12 years old)
- Teens (13-17 years old)
- Elderly
Please note, while undergraduate student organizations are not required to have a bank account, bank accounts are required for organizations receiving funds from most non-UOC funding sources, such as academic departments.

If you have questions about whether your group will need a bank account, please reach out to student.organizations@yale.edu and/or your Student Organizations Consultant.

Required 65. Does your organization have a bank account? (ID: 3013354)

- Yes
- No

This page will only be shown if...the answer to '65. Does your organization have a bank account?' is equal to Yes

Page 22  Bank Information

Required 66. What is your EIN number? (ID: 3004907)

EIN stands for "Employer Identification Number," also known as a Federal Tax Identification Number.
67. Where do you bank? (ID: 3004976)
Ex: Bank of America, Wells Fargo, etc.
Please note, organizations are not required to have bank accounts.

68. Bank Account Name (ID: 3004977)
Outside bank accounts for organizations may NOT be held under an individual student's name.
The name provided to the financial institution for an undergraduate organization must match the name approved by Yale College.

69. List your bank account signatories for this year. (ID: 3004978)
It is expected that the President and Treasurer of the organization will be listed as the account signatories. Please make certain that account signatories are replaced in the system as soon as the organization becomes aware of an account signatory's expected leave of absence or withdrawal from Yale.

70. When do you transition your leadership? (ID: 3452454)
The data collected from this data helps us decide when to run training workshops. Answering this question does not affect when you are allowed to transition your leadership, nor will it be held against you.
71. If you chose "Other" in the previous question, let us know when your organization transitions. (ID: 3452455)

All student leaders and members listed in this form must be currently registered undergraduate students in a degree-granting program at Yale University. Please ensure the students listed in this section correctly match the students you have assigned Positions to earlier in this form.

Don't know someone's netID or email address? Use the Yale Directory.

Required  72. President's Name (ID: 2992632)

This person will be the primary contact for the University and external entities

Required  73. President's Email Address (ID: 3520985)

@yale.edu

Validation
Valid input may include: name@myschool.edu

Required  74. President's netID (ID: 2992636)
75. President's Cell Phone Number (ID: 2992637)

This is not shared publicly and is only used for administrative purposes

Validation
Valid input may include: XXX-XXX-XXXX

76. VP/Co-President's Name (ID: 2992639)

Validation
Valid input may include: Alphanumeric - ex: A11a
Spaces are not allowed.
Punctuation is not allowed.

77. VP/Co-President's Email Address (ID: 3520986)

@yale.edu

Validation
Valid input may include: name@myschool.edu

78. VP/Co-President's netID (ID: 2992640)

Validation
Valid input may include: XXX-XXX-XXXX

79. VP/Co-President's Cell Phone Number (ID: 2992642)

This is not shared publicly and is only used for administrative purposes

Validation
Valid input may include: XXX-XXX-XXXX
This person will be the only representative of your organization that can pick up funds from the Yale College Business Office, including funds awarded by the UOC.

Required 80. Treasurer's Name (ID: 2992633)

Required 81. Treasurer's Email Address (ID: 3520987)

@yale.edu

Validation
Valid input may include: name@myschool.edu

Required 82. Treasurer's netID (ID: 2992634)

Validation
Valid input may include: Alphanumeric - ex: A11a
Spaces are not allowed.
Punctuation is not allowed.

83. Treasurer's Cell Phone Number (ID: 2992638)

This is not shared publicly and is only use for administrative purposes

Validation
Valid input may include: XXX-XXX-XXXX

84. Organization's Email. (ID: 2992635)

Please note, this should not be an individual student’s email address. Only answer this question if you have a separate email account for the organization.
85. Organization's Facebook Page (ID: 2992649)

This is for Facebook only. Your organization's website should be listed at the beginning of this form. If your organization's only website is a Facebook page, please include it both here and at the beginning of this form.

https://www.facebook.com/

Validation
Valid input may include: name@myschool.edu

86. Organization's Twitter handle. (ID: 3004635)

https://twitter.com/

Validation
Valid input may include: http://www.myschool.edu

87. Organization's Instagram account. (ID: 3004636)

@

Validation
Spaces are not allowed.

88. Please list any additional social media accounts and/or forms of online presence. (ID: 3012321)

Exp: blog, WeChat, Slack (public), Snapchat, etc.
89. Does this organization have a PTAEO number? (ID: 3012322)

- Yes
- No

90. Primary Member Affiliation. (ID: 3004857)

91. Designated Student Organizations Consultant. (ID: 2992714)

This is your organization’s assigned Student Organizations Consultant. Please note that Dwight Hall organizations are not assigned a Consultant through the YCDO.

92. What quarter and year was the organization officially approved? (ID: 2992715)

Ex: Fall 2013

93. Advisor Notes (Initials, date, and concern) (ID: 2992711)

94. Former Organizational Name (if applicable) (ID: 2992713)