Undergraduate Organization Registration Form

2018-2019

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# General Information: Questions Asked of Every Group

## Page 1

**1.** Full Organization Name

Do you want your group’s name to include “Yale?” Make sure you follow these instructions to get approval: <https://licensing.yale.edu/use-yale-name>

**2.** Abbreviated Organization Name

Do you have an acronym or shorter name? This will be shown whenever space is minimal.

**3.** Category: What type of organization are you?

Choose one category.

|  |  |  |
| --- | --- | --- |
| Academic |  |  |
| Advocacy/Policy |  |  |
| Arts: Other |  |  |
| Arts: Visual Arts |  |  |
| Cultural |  |  |
| Entrepreneurial/Business |  |  |
| Food/Culinary |  |  |
| Games/Gaming |  |  |
| Governance |  |  |
| Greek-Letter Organizations |  |  |
| Health/Wellness |  |  |
| International Affairs |  |  |
| Leadership |  |  |
| LGBTQ |  |  |
| Media/Technology |  |  |
| Medical/Public Health |  |  |
| Performance: Comedy |  |  |
| Performance: Dance |  |  |
| Performance: Instruments |  |  |
| Performance: Other |  |  |
| Performance: Singing |  |  |
| Performance: Theater |  |  |
| Political |  |  |
| Pre-Professional |  |  |
| Publication |  |  |
| Religious/Spiritual |  |  |
| Science |  |  |
| Service/Volunteering |  |  |
| Social |  |  |
| Speech/Debate |  |  |
| Sports/Outdoors |  |  |

**4.** Description

Don’t worry about making this long—just enter a little bit about your organization. This will be displayed for the public to learn more, but we will ask you more in depth questions about your new group later on.

**5.** Keywords

Keywords are used when searching for organizations. The more keywords the more likely your organization will be found. Separate each keyword by a comma.

**6.** Website

Do you have a website already? Share it on your profile! This is publicly viewable.

## Page 2

**1.** Statement of Purpose/Mission.

Please describe the organization's purpose and/or mission. Statements of Purpose should only be a few sentences long, at maximum.

**2.** Most Current Organization Constitution and/or Bylaws

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

Your constitution should include:
-Group's Mission and/or Vision
-A Description of your Group's Activities
-Membership Requirements and/or Selection 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.

**5.** Your Organization's 2018-2019 Goals

**6.** If your organization wishes to include "Yale" in its name, you must apply for approval when you first register and then reapply to use the Yale name every year. Is your group asking to use the Yale name in your organization's title this year?

Please note that only approved uses of the Yale name are allowed on all merchandise, including t-shirts, publications, and online presence. For more on the guidelines associated with using the Yale name, visit: https://licensing.yale.edu/use-yale-name

If your organization's name does not currently include "Yale," but you would like to change your group's official name, please visit: [https://orgsync.com/152522/forms/229706](https://orgsync.com/152522/forms/229706%20)

**7.** Upload Organization Marks

Yale must approve all uses of the Yale name and/or marks by a student organization prior to use by that group. Uses of Yale marks and name in a logo must follow the guidelines available here: https://licensing.yale.edu/use-yale- name

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

Please submit for approval ALL marks and logos used by your group or programs within your group.

Failure to follow the guidelines posted on the website above can heavily delay your registration request.

Student groups requesting to use the Yale name are required to indicate in their name/logo that they are a student organization. To accomplish this, we suggest using words such as undergraduate, undergraduate organization, graduate student, student organization, student alliance, student partnership, student society or student association.

**Examples of names using the word “Yale” and conveying student affiliation -**

“Yale Connect – an Undergraduate Organization” “Yale Student Alliance for Gun Safety”
"Yale Makes Undergraduates”
“Yale Students of the Tri Nations”

“Yale Muslim Students Association”

“Yale Graduate Student Consulting Club”

Logos that include the word “Yale” must also indicate that your group is a student organization.

**8.** Usual Meeting Day(s)

When does your organization typically meet, whether for a group meeting, a reading, a rehearsal, or another regularly occurring event?

**9.** Usual Meeting Time

**10.** Complete the following sentence. "My organization is made up of..."

Check all that apply.

* Undergraduates
* Graduate and/or Professional Students Faculty
* Staff
* Community Members

**11.** Percent Undergraduate

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.

**12.** Is your group registering for the first time with the YCDO?

If your group does not have an OrgSync portal, click "Yes."

Failure to answer this question honestly will delay your group's registration.

## Page 3

**1.** Is your organization affiliated with and/or supported by any of the following centers and/or departments?

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
* Office of New Haven & State Affairs (Pathways to Science/Arts & Humanities)
* 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 or will soon be undergoing the Dwight Hall membership process.
* None

**2.** If you said "Other (Academic OR Non-Academic)" to the previous question, please write the name of the department(s) and/or centers here.

**3.** Is your organization a religious/spiritual organization?

**4.** Has your organization incorporated as a 501(c)3?

Yale University allows student organizations to incorporate as a 501(c)3 with the IRS.

* 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

**5.** Is your student organization a part of or affiliated with a national or local organization?

For example, a Greek organization, a local congregation, or a nonprofit.

**6.** Is your organization connected to any of the following?

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 Non-Student Board (i.e. an Alumni Board, a Board of Directors, etc.)
* No, my organization does not have a board and/or advisor.

## Page 4

**1.** Activities That Will Require University Review & Approval

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 T
* ravel on behalf of your organization
* None of the above

**2.** Additional Specialized Activities

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

## Page 5

**1.** Does your organization have a bank account?

## Page 6

**2.** Organization's Email.

Please note, this should not be an individual student's email address.

Only answer this question if you have a separate email account for your organization.

**3.** Organization's Facebook Page

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.

**4.** Organization's Twitter handle.

**5.** Organization's Instagram account.

**6.** Please list any additional social media accounts and/or forms of online presence

## Page 7

**1.** When do you transition your leadership?

The data collected from this question 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.

**2.** President's Name

**3.** President's Email Address

**4.** President's netID

**5.** President's Cell Phone Number
 This is not shared publicly and is only used for administrative purposes

**6.** VP/Co-President/Member's Name

**7.** VP/Co-President/Member's Email Address

**8.** VP/Co-President/Member's netID

**9.** Treasurer's Name

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.

**10.** Treasurer's Email Address

**11.** Treasurer's netID (ID: 2992634)

**12.** Member 4's Name

**13.** Member 4's Email Address

**14.** Member 4's netID

**15.** Member 5's Name

**16.** Member 5's Email Address

**17.** Member 5's netID

Questions Asked Only of Relevant Groups

## New Groups

**Congratulations on your decision to start a new group!**

There are currently over 500 student groups on campus, a remarkable wealth of student activities.

At the Yale College Dean's Office, we are committed to supporting these student endeavors. We are also tasked with overseeing the administration of limited resources.

It is in the spirit of judiciously overseeing those resources that we ask the following question.

Below, please name two other organizations that may be similar to your group in mission and/or anticipated activities.

For many groups, the similarities you outline may be very faint--after all, you are likely starting a new group because you see a need that isn't currently met! That said, all new groups must still choose two current groups they resemble, even vaguely.

Then, tell us how your group will be different. How will your group be unique and needed in the current landscape of undergraduate groups?

**1.** Group Comparison 1: Name of Group

**2.** Group Comparison 1: Name or Mission of Student Group

**3.** Group Comparison 2: Name of Group

**4.** Group Comparison 2: Name or Mission of Student Group

**5.** How will your group be different from the two current groups you've named above? In other words, how will your group be unique in the current landscape of undergraduate groups?

## Nonprofit Organizations

**1.** When did your organization become a 501c3?

**2.** Who is your registered agent?

**3.** Did your organization file a form 990 or form 990-N (e-postcard) with the IRS in the previous tax year?

## Considering Nonprofit Status

While Yale College student organizations are allowed to incorporate as 501 nonprofits, it is a complex effort with significant additional responsibilities and a long-term commitment for your organization. If your organization is considering becoming an IRS incorporated nonprofit, you must make an appointment to meet with Dean Hannah Peck **before** filing. If you'd like to set an appointment, please email student.organizations@yale.edu.

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

## National Organization

**1.** What is the name of your affiliated national or local organization?

**2.**Organization's website. (ID: 3012326)

**3.** What is the name of your contact person at the national or local organization?

**4.** Contact person's email address.

**5.** Contact person's phone number.

## Advising

**1.** Primary Advisor's Name This person should not be a student.

**2.** Primary Advisor Email Address This person should not be a student.

**3.** Primary Advisor Status This person should not be a student.

**4.** Primary Advisor's Title and Department Ex: Professor, History Department

**5.** Secondary Advisor Name

**6.** Secondary Advisor Email Address

**7.** Secondary Advisor Status

**8.** Paid Staff/Advisor's Name

**9.** Paid Staff/Advisors Title

**10.** Paid Staff/Advisor's Email Address

**11.** Paid Staff/Advisor's Phone Number

**12.** What assistance does your paid staff/advisor provide to your organization?

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

**13.** Who pays your staff/advisor?

## Organization's Board

**1.** What assistance does your Board provide to your organization? For the purposes of this section, we are referring specifically to NON-STUDENT boards.

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

**2.** Name of your Board's preferred contact person- This non-student could be the Chair of your Board or a normal member.

**3.** Board Contact Person's Email Address

**4.** Board Contact Person's Phone Number

**5.** Please list the members of your board along with their titles.

Exp.: Peter Salovey (President, Yale University) ; Marvin Chun (Dean of Yale College, Yale University) ; etc.

## Religious Organizations

**1.** What is your organization's religious affiliation?

**2.** Professional/Faculty Advisor's Name

**3.** Professional/Faculty Advisor's Email Address

**4.** Professional/Faculty Advisor's Phone Number

**5.** Professional/Faculty Advisor Status

**6.** Does your advisor's organization provide appropriate boundary training and liability insurance?

**7.** Would your group like to use any of the Chaplain's Office Spaces for your events?

**8.** What are your weekly meetings, worship and/or ritual services?

## Community Service

**1.** Briefly describe the type of community service your group will be performing.

**2.** What is the name of the community partner organization you actively volunteer for or serve with?

**3.** What is the physical address of this community partner organization?

**4.** What is the name of the primary contact at your community partner organization?

**5.** What is the email address for the primary contact at your community partner organization?

**6.** What is the phone number for the primary contact at your community partner organization?

**7.** How often does or will your organization volunteer with your community partner organization?

**8.** What method of transportation is or will be used to transport members to off- campus community organizations?

**9.** Does your organization work or will you work directly with any of the following populations?

## Bank Account Information

**1.** What is your EIN number?

**2.** Where do you bank?

**3.** Bank Account Name

**4.** List your bank account signatories for this year.