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.

Required  2. 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:
- 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
You must have a constitution on file in order for your registration or registration renewal to be approved.


Only for groups that existed prior to 2016-2017.


**5. 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? (ID: 3012319)**

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

- 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 marks by a student organization prior to use by that group.

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.

**7. Usual Meeting Day(s) (ID: 3026427)**

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

- Monday
- Tuesday
- Wednesday
- Thursday
This page will only be shown if...
the answer to "5. 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?" has one of the values Yes or if...
the answer to "6. Upload Organization Marks" is present (has an answer)

Page 2  Use of Yale Name & Logo

Thank you for submitting your request to use the Yale name or to include Yale in your logo. To learn more about the guidelines used to approve and deny usage, please click here.

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.

If we have questions or concerns about your use of the Yale name, you will hear more from us soon.

This page will only be shown if...
the answer to “9. Complete the following sentence. "My organization is made up of..."” has one of the values
Graduate and/or Professional Students, Faculty, Staff and Community Members

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

Text Block

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.
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
- 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

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
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)

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

- Yes
- No

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, not made up of students (i.e. an Alumni Board, a Board of Directors, etc.)
- No, my organization does not have a board and/or advisor.
Dwight Hall at Yale is the Center for Public Service and Social Justice on Yale's campus. All groups affiliated with Dwight Hall at Yale have access to additional resources like cars and funding, but groups must complete a separate registration process with Dwight Hall at the beginning and end of each semester. Current member groups receive an email at the beginning of each semester with instructions for completion.

For questions on your current member group, please visit "Managing Your DH Member Group"
For details on becoming a new member group, please visit "Becoming a DH Member Group"
As always, feel free to contact cocordinators@dwighthall.org with any questions.

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, or email lgbtq@yale.edu to find out more about our drop-in office hours, to schedule an appointment or to learn more about us.

Don't know the year your organization became a 501c3 and/or your registered agent? Use GuideStar!
18. Who is your registered agent? (ID: 3013337)

19. Did your organization file a form 990 or form 990-N (e-postcard) with the IRS 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 9  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 Peck and/or Adriana Ortiz 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.

This page will only be shown if...
the answer to “15. Is your student organization a part of or affiliated with a national or local organization?” is equal to Yes

Page 10  National Organization

20. What is the name of your affiliated national or local organization? (ID: 3012325)
21. Organization's website. (ID: 3012326)

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

22. What is the name of your contact person at the national or local organization? (ID: 3012327)

Required

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

Validation
Valid input may include: name@myschool.edu

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

Validation
Valid input may include: XXX-XXX-XXXX

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
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<th>ID</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. Secondary Advisor's Title and Department (ID: 3004634)</td>
<td></td>
<td></td>
<td>Ex: Professor, History Department</td>
</tr>
<tr>
<td>This page will only be shown if...</td>
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<td>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.)</td>
</tr>
<tr>
<td>Page 12 Paid Staff and/or Advisor</td>
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<td>Required 33. Paid Staff/Advisor's Name (ID: 3012379)</td>
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<tr>
<td>Required 34. Paid Staff/Advisor's Title (ID: 3012380)</td>
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<tr>
<td>Required 35. Paid Staff/Advisor's Email Address (ID: 3012381)</td>
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<td><strong>Validation</strong></td>
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<td>Valid input may include: <a href="mailto:name@myschool.edu">name@myschool.edu</a></td>
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<tr>
<td>Required 36. Paid Staff/Advisor's Phone Number (ID: 3012382)</td>
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</tbody>
</table>
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.

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

39. What assistance does your Board provide to your organization? (ID: 3020753)
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.

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

41. Board Contact Person's Email Address (ID: 3013347)
42. Board Contact Person’s Phone Number (ID: 3013348)

43. Please list the members of your board along with their titles. (ID: 3012384)

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

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

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

N/A

46. Professional/Faculty Advisor’s Name (ID: 2992670)
47. Professional/Faculty Advisor's Email Address (ID: 2992671)

Validation
Valid input may include: name@myschool.edu

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

Validation
Valid input may include: XXX-XXX-XXXX

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

- Yale Staff
- Yale Faculty
- Yale Alum
- Other

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

---

Page 15  Organizational Activities

54. Activities That Will Require University Review & Approval (ID: 2992693)

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

55. Additional Specialized Activities (ID: 2992694)

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 16  Conferences

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.

Page 17  Working with Minors

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.

Page 18  Alcohol

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.

To support the success of your performance, Undergraduate Production has created a website with a plethora of helpful information and links to various resources.
56. Briefly describe the type of community service your group will be performing. (ID: 2992700)

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

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

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)

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)

Validation
Valid input may include: XXX-XXX-XXXX

62. How often does or will your organization volunteer with your community partner organization? (ID: 2992707)
63. What method of transportation is or will be used to transport members to off-campus community organizations? (ID: 2992708)

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

64. Does your organization work or will you 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
- Mentally or physically disabled
- Incarcerated
- Veterans
- No, we don’t work with any of these populations.

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-UOFC 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.
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

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

EIN stands for "Employer Identification Number," also known as a Federal Tax Identification Number.

Required

Validation
Valid input may include: Numeric - ex: 1111

67. Where do you bank? (ID: 3004976)

Ex: Bank of America, Wells Fargo, etc.

Please note, organizations are not required to have bank accounts.

Required

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.

Required

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, withdrawal, or graduation from Yale.

Required
70. When do you transition your leadership? (ID: 3452454)

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.

- Early Fall Semester
- Over Winter Break
- Early Spring Semester
- Over Spring Break
- End of Spring Semester
- Over Summer Break
- Other

71. If you chose "Other" in the previous question, let us know when your organization transitions leadership. (ID: 3452455)

Text Block

All student leaders and members listed in this form must be currently registered undergraduate students in a degree-granting program at Yale College.

Each student listed below will be required to approve your organization’s registration prior to final approval by the YCDO. This ensures that each student organization has, at minimum, 5 undergraduate members, as required by the Undergraduate Regulations. Therefore, make sure you don’t list anyone twice.

Please ensure that the President and Treasurer listed in this section correctly match the President and Treasurer you have assigned earlier in this form.

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

72. President's Name (ID: 2992632)

This person will be the primary contact for the University and external entities
<table>
<thead>
<tr>
<th>Required</th>
<th>73. President's Email Address (ID: 3618058)</th>
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<tbody>
<tr>
<td></td>
<td>@yale.edu</td>
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</table>

**Supplemental Form:** None

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<tr>
<th>Required</th>
<th>74. President's netID (ID: 2992636)</th>
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**Validation**
Valid input may include: Alphanumeric - ex: A11a
Spaces are not allowed.
Punctuation is not allowed.

<table>
<thead>
<tr>
<th>Required</th>
<th>75. President's Cell Phone Number (ID: 2992637)</th>
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<td></td>
<td>This is not shared publicly and is only used for administrative purposes</td>
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**Validation**
Valid input may include: XXX-XXX-XXXX

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<tr>
<th>Required</th>
<th>76. VP/Co-President/Member's Name (ID: 2992639)</th>
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<th>Required</th>
<th>77. VP/Co-President/Member's Email Address (ID: 3618059)</th>
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<td>@yale.edu</td>
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**Supplemental Form:** None

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<tr>
<th>Required</th>
<th>79. Treasurer's Name (ID: 2992633)</th>
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<td>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.</td>
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<td><strong>Required</strong> 80. Treasurer's Email Address (ID: 3618060)</td>
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<td><strong>Required</strong> 82. Member 4's Name (ID: 3618061)</td>
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<td><strong>Required</strong> 83. Member 4's Email Address (ID: 3618062)</td>
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<td><strong>Required</strong> 84. Member 4's netID (ID: 3618063)</td>
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<td><strong>Required</strong> 85. Member 5's Name (ID: 3618064)</td>
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</tr>
<tr>
<td><strong>Required</strong> 86. Member 5's Email Address (ID: 3618065)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>@yale.edu</td>
</tr>
</tbody>
</table>
Required 87. Member 5's netID (ID: 3618066)

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

Page 24  Organization's Contact & Social

88. 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 your organization.

Validation
Valid input may include: name@myschool.edu

89. 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.

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

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

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

91. Organization's Instagram account. (ID: 3004636)
92. Please list any additional social media accounts and/or forms of online presence. (ID: 3012321)

Exp: blog, WeChat, Slack (public), Snapchat, etc.

93. Does this organization have a University Account for funding purposes? (ID: 3012322)

☐ Yes
☐ No

94. Primary Member Affiliation. (ID: 3004857)

95. 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.

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

Ex: Fall 2013

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