



INDIANA UNIVERSITY  
BLOOMINGTON

## Student Organization Registration

### Benefits of Being Registered as a Student Organization:

Student Activities facilitates the registration of student organizations in order to best serve the needs of organizations. Student groups are not required to be registered with Student Activities; however, many benefits do accompany being registered. These benefits include:

#### The ability to:

- reserve space on campus for free
- request a network ID and e-mail address for your organization
- apply for a financial account through Student Organization Accounts
- apply for office space in the IMU

#### Access to:

- Student Organization support: drop-in times with advisors, meeting speakers, leadership retreats, program planning assistance
- Leadership development programs (LEAD IU) offered by Student Activities
- News You Can Use, weekly e-newsletter
- Transportation through University Motor Pool

### The use of the Indiana University name in the student organization name:

"Indiana University – Bloomington recognizes and supports the development of all student organizations. Student organizations are not departments or administrative units of Indiana University, and therefore we require all student groups who choose to use the Indiana University or IU name to clearly indicate in their organizational title, constitution, and paraphernalia that they are "at Indiana University.

The purpose of this distinction is to ensure that outside organizations that do interact with student organizations are aware that their dealings are with the club or group and not with the University itself. Student organizations may use Indiana University *before* the title or name of their group only if the organization receives money from the Committee for Fee Review, has been approved for listing on the Bursar's registration checklist, or upon approval by the Dean of Students."

### Student Organization Registration Policy:

\*\*\* All currently registered student organizations groups **MUST re-register each year**. In order to receive full benefits for the current academic year (ex. having a table at the Student Involvement Fair) re-register by September 1<sup>st</sup>.

#### To register your organization with Student Activities your group must:

- Have at least **5 IU Bloomington student members** (including you!)
- Designate **3 student officers who are able to reserve space** and serve as primary contacts for the organization
- Have the majority of the members as Indiana University students (although faculty, staff and community members are welcome to participate in student groups)
- Have officers (ex. President, Vice-President, and Treasurer) who are Indiana University students.

#### For new organizations registering for the first time, the process consists of:

- Filling out and submitting the Student Organization Information form online at <http://sao.indiana.edu>. Click on the "Student Organizations" tab.
- Filing an Organization Constitution with Student Activities (either through email or in the office).

#### Student Activities

900 E. 7<sup>th</sup> Street, Indiana Memorial Union room 371, Bloomington, IN 47405  
(812) 855-4311 • <http://sao.indiana.edu> • [sao@indiana.edu](mailto:sao@indiana.edu)



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### Annual Re-registration Process:

Once organizations have registered for the first time, they must re-register each year in order to receive student organization benefits. The annual re-registration process consists of:

- Submitting an updated roster (remember, **at least 5 currently enrolled IU Bloomington students**) and organization information online at <http://sao.indiana.edu>.
- Updating and submitting a revised Constitution if any changes have been made, by submitting it to Student Activities in person or via e-mail ([sao@indiana.edu](mailto:sao@indiana.edu)).

### Groups with Specific Registration Procedures:

Three categories of student organizations have specific registration procedures:

#### Fraternities and Sororities (first time only)

Fraternities and sororities, traditionally known as Greek-letter organizations, focus on the development of character through community involvement and service, leadership, and the pursuit of learning through the context of brotherhood and sisterhood. There are 66 organizations that comprise the fraternity and sorority community. There are 31 Interfraternity Council fraternities (IFC), 19 Panhellenic Association sororities (PHA), 9 National Pan-Hellenic Council organizations (NPHC) and 8 Multicultural Greek Council organizations (MCGC).

If you are interested in learning more about joining a chapter or starting a new chapter on campus, contact the Greek Life Coordinator, Leslie Fasone, at [lfasone@indiana.edu](mailto:lfasone@indiana.edu) or NPHC/MCGC advisor, Andrea Robledo at [arobledo@indiana.edu](mailto:arobledo@indiana.edu). To learn more about starting an organization within a specific council or joining an organization within a specific council, contact information is as follows: IFC – [iubifc@gmail.com](mailto:iubifc@gmail.com), PHA – [iupharec@indiana.edu](mailto:iupharec@indiana.edu), NPHC - [nphc@indiana.edu](mailto:nphc@indiana.edu), or MCGC - [mclc@indiana.edu](mailto:mclc@indiana.edu). You may also visit the Student Activities website at <http://sao.indiana.edu/greek.html>. Greek Letter organizations that do not fall under one of the four councils will be classified under one of the other 15 categories.

#### Kelley School of Business Organizations

Student groups that wish to be classified as a part of the Kelley School of Business should contact Jim Johnson, Assistant Director of the Undergraduate Program at the Kelley School of Business, at [jajohns@indiana.edu](mailto:jajohns@indiana.edu). KSOB groups will be asked to register both with the Kelley School and Student Activities.

#### Recreation & Sport (first time and re-registration)

Groups that fall under this category encourage participation in and promotion of team sports, physical fitness, health and wellness, and leisure and special interest activities. A sub-category is the Club Sports Federation, which is comprised of club sport organizations interested in having regular practice space in a Campus Recreational Sports facility and/or competing against other universities or external competitions. For more information about the Club Sports Federation, please email [clubsprt@indiana.edu](mailto:clubsprt@indiana.edu).

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