To become registered with LSUS an organization must:

- Fill out and turn in the 2012-13 registration form.
- Have a minimum of 10 members that are registered LSUS students with a cumulative GPA of 2.0.
- Have a full-time faculty or staff advisor.
- Have two copies of the organization’s UPDATED constitution on file with the Student Activities Office.
  - A hard copy.
  - Electronic copy sent to Kimberly Thornton, Director for Student Activities (kimberly.thornton@lsus.edu).
  * Every student organization at LSUS must turn in a newly updated constitution yearly.
- Have a representative attend all regularly scheduled Student Organizations Council (SOC) meetings.
- Student Organizations Council meetings are held the first Friday of every month at 11 a.m. in the UC Theater.
- Participate in one festival per year.
  - The festivals that student organizations are encouraged to participate are WOW Fair, Fall Fest, Welcome Back Bash and Spring Fling.
- **Deadline to be a registered LSUS Student Organization for this year is Friday, October 5, 2012.**
- Registered status will last until the 2013 October Student Organizations Council (SOC) meeting.

To Reserve Rooms in the University Center

- All REGISTERED LSUS Student Organizations can reserve rooms in the University Center.
- In order to reserve a room in the University Center:
  - Must be a registered LSUS Student Organization.
  - Fill out a University Center Room Reservations and Event Services Form for LSUS Registered Student Organizations and return it to the Director of Operations and Programming Services in the UC Office. Once the room has been reserved, an email will be sent to confirm the reservation.
  - The President of the student organization is the point of contact for the Director of Operations and Programming Services for room reservations.
  - Other charges for extra equipment, an AV tech, etc. may apply.

LSUS Student Organizations Bank Accounts

- We encourage all LSUS Student Organizations to have off-campus bank accounts.
- To check if an organization has on-campus account:
  - Fill out an Agency Authorization Account Request Form.
  - If an organization has an on-campus account, please fill out a check request form to close the student organization’s on-campus bank account and move the account off-campus.

*If you have any questions please contact Kimberly Thornton, Director for Student Activities, at 797-5393 or email at Kimberly.thornton@lsus.edu.

*All forms can be found online at www.lsus.edu/studentactivities or in the University Center Office.