



LSUS STUDENT ORGANIZATIONS REGISTRATION POLICIES

STUDENT ACTIVITIES
UNIVERSITY CENTER – 2ND FLOOR
ONE UNIVERSITY PLACE – SHREVEPORT, LA 71115

TELEPHONE: 318-797-5393 FAX: 318-798-4103
WEBSITE: WWW.LSUS.EDU/STUDENTACTIVITIES

To become registered with LSUS an organization must:

- Fill out and submit a current registration form (must be updated annually).
- 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 current constitution on file with the Student Activities Office.
 - A hard copy.
 - Electronic copy sent to the Director of Student Activities & Recreational Sports (angel.martin@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:
 - Week of Welcome Fair, Fall Fest, Welcome Back Bash and Spring Fling.
- **Deadline to be a registered LSUS Student Organization for this year is the first Friday in October.**
- Registered status will last until the next year's registration deadline.

To reserve rooms or marketing tables in the University Center or space in the University Center Mall

- All REGISTERED LSUS Student Organizations can reserve rooms or marketing tables in the University Center or space in the University Center Mall. In order to do so, all organization must abide by the following guidelines:
 - Must be a registered LSUS Student Organization.
 - Fill out a the appropriate Room Reservation or Marketing Table Request form for LSUS Registered Student Organizations **at least two weeks before the event** and return it to the Director of UC Operations and Student Program Services in the UC Office. Once the room, table or space 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 UC Operations and Student Program Services for all reservations.
 - Other charges for extra equipment, an AV tech, etc. may apply.

To reserve other venues on campus:

- Contact Continuing Education at 318-798-4177 or continuinged@lsus.edu for reservations in academic buildings or any on-campus venue other than the UC Mall, HPE building, athletic fields or Library.
- Contact the HPE Facilities Coordinator at 798-4145 for HPE Building or athletic field reservations.
- Contact the Dean of the Noel Memorial Library at 318-798-4131 for information about reserving the Library meeting spaces.
- If you plan to have food or beverages at your event, please reference the Serving and Consumption of Food and Beverages on LSU in Shreveport campus policy, found at <http://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/3.09.00.pdf>.

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 Angel Martin, Director of Student Activities & Recreational Sports, at 318-797-5393 or email angel.martin@lsus.edu.

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