Student Organization Registration 2014-2015 ...Step #4
The Office of Student Activities requires all student organizations to renew their recognition for the upcoming academic year. In addition to completing the other steps to the annual registration process for student organizations, organization’s leader(s) and advisor(s) must also complete and submit this form no later than 3pm on Thursday, May 1st, 2014 to continue to be an officially recognized student organization at Willamette University. Failure to submit this completed form by the deadline will cause your organization to go defunct: revoking privileges such as eligibility to apply for funding in the fall and ability to reserve campus spaces. Clubs that are late to submit this completed form will be reviewed by the ASWU Senate Club Approval and Finance Committee in September 2014.

Contact Information

Organization name *

Organization acronym (if applicable) Leave box blank if there is not an organization acronym.

Name of organization member completing organization registration (first and last) *

Organization position title of organization member completing organization registration *

List the advisor of the organization (for the coming year). *

List the co-adviser(s) of the organization (for the coming year). Leave box blank if the organization does not have a co-adviser.

Primary organization mail group address (if applicable) Leave box blank if the organization does not have a mail group.

Other non-primary organization mail groups/email addresses Leave box blank if the organization does not have any other mail groups/email addresses.

Organization website address (if applicable) Leave box blank if the organization does not have a website.
2014-2015 Officers

List the name of the president of the organization (the primary contact for the Office of Student Activities). *

List the contact phone number for the president of the organization. *

List the box number for the president of the organization. *

List the student ID number for the president of the organization. *

List the name of the co-president of the organization (if applicable). Leave box blank if organization does not have a co-president.

List the name of the vice president of the organization (if applicable). Leave box blank if the organization does not have a vice president.

List the name of the co-vice president of the organization (if applicable). Leave box blank if the organization does not have a co-vice president.

List the name of the primary budget officer (treasurer) of the organization. * If there is not a member filling the role of primary budget officer, this can be the same as the organization president. Every organization must have a primary budget officer.

List the contact phone number for the treasurer (primary budget officer) of the organization. *

List the box number for the treasurer (primary budget officer) of the organization. *

List the student ID number for the treasurer (primary budget officer) of the organization. *

List the name of the secretary of the organization (if applicable). Leave box blank if the organization does not have a secretary.
List the name of the co-secretary of the organization (if applicable). Leave box blank if the organization does not have a co-secretary.

List the names of all other organization officers along with their position titles. When listing other officers, please indicate title next to name (example: John Smith, Vice President of Recruitment). Each officer name/position should be listed on a new line. If there are not any other organization officers, leave the box blank.

Please outline the plan for the organization’s transition of leadership from the 2013-2014 officers to the 2014-2015 officers. Questions to consider in your response: When will the transition meeting(s) occur (i.e. which semester, how many hours, how many sessions, dates if known)? What will you discuss? Give an overview of how new officers will be trained.

**Organization Evaluation 2013-2014 (current school year)**

The following questions are in regards to the organization in the current school year (2013-2014). Please respond as honestly as possible.

How many members did the organization have this year? *Please respond in numeric form (e.g. If you expect there will be 12 members, the response should be 12 and not twelve or ~12).

How often did the organization hold member meetings? *

- Weekly
- Twice a month
- Once a month
- Other: 

Were there separate meetings held for the officers of the organization? *

- Yes
- No

If you answered "yes" to the previous question, how often were there officer meetings? Leave blank if you answered "no" to the previous question.

- Weekly
- Twice a month
- Once a month
- Other: 

THIS DOCUMENT IS FOR YOUR REFERENCE ONLY! PLEASE DO NOT TURN THIS IN. THIS INFORMATION MUST BE SUBMITTED VIA GOOGLE FORM OR IT WILL NOT COUNT TOWARD YOUR REGISTRATION.
How many programs/activities did the organization host this year (excluding regular organization/officer meetings)? *Please respond in numeric form (e.g. If the organization hosted 12 programs, the response should be 12 and not twelve or ~12). If response is none, please put 0 and not “zero”, “none”, or “n/a”.

Of all of the programs/activities the organization hosted this year, which program was most successful? *Please include the name of the event, a short program description and explain why it was the most successful event for the organization. If the organization did not host any events, please respond with “n/a”.

How many programs/activities did the organization participate in that were sponsored by another organization? *Please respond in numeric form (e.g. If the organization participated in 12 programs, the response should be 12 and not twelve or ~12). If response is none, please put 0 and not “zero”, “none”, or “n/a”.

If the organization participated in other organizations' programs/activities, which event sponsored by another organization did the organization members find most successful? Please include the name of the event, a short program description and explain why it was the most successful program/activity the organization participated in. Leave blank if the organization did not participate in other organizations' events.

How many of the programs/activities the organization hosted this year will the organization continue host next year? *Please respond in numeric form (e.g. If the organization will continue to host 12 of the same programs, the response should be 12 and not twelve or ~12). If response is none, please put 0 and not “zero”, “none”, or “n/a”.

Did the organization work with their Leadership Consultant this year? *

- [ ] Yes
- [ ] No
If you answered "yes" to the previous question, in what ways did the Leadership Consultant support your group? If you answered "no" to the previous question, please tell us why or why not?

Did the organization host any volunteer or service-related programs/activities this year? *
- Yes
- No

If you answered "yes" to the previous question, how many volunteer or service-related programs/activities did the organization host? Please respond in numeric form (e.g. If the organization hosted 12 volunteer/service programs, the response should be 12 and not twelve or ~12).

Did the organization participate in any volunteer or service related programs/activities hosted by other organizations? *
- Yes
- No

If you answered "yes" to the previous question, in how many volunteer or service-related activities hosted by another organization did the organization participate? Please respond in numeric form (e.g. If the organization participated in 12 volunteer/service programs, the response should be 12 and not twelve or ~12).

Did the organization collaborate with other organizations in hosting any events/activities this year? *
- Yes
- No

If you answered "yes" to the previous question, in how many programs/activities did the organization collaborate with other organizations this year? Please respond in numeric form (e.g. If the organization collaborated in hosting 12 programs, the response should be 12 and not twelve or ~12).
What was the organization's biggest accomplishment this year?

What was the organization's biggest challenge this year? *Please include details for how the organization will overcome this challenge next year.

Did members of the organization receive academic credit for their membership? *

- Yes
- No

If you answered "yes" to the previous question, how many credits did members receive on average for their involvement? Please respond in numeric form (e.g. If members received an average of three credits, the response should be 3 and not three or ~3).

Did the organization receive ASWU funds this year? *

- Yes
- No

Did the organization fundraise this year? *

- Yes
- No

If you answered "yes" to the previous question, how much money did the organization fundraise this year? *Can be an estimated amount Please respond in numeric form (e.g. If an organization fundraised $150, the response should be 150 but should not be "one hundred and fifty dollars", "about a hundred and fifty dollars", "~150" or "over a hundred"). If the organization did not fundraise, leave this box blank.
If the organization fundraised this year, what methods did you use to fundraise? Please select all that apply. Leave box blank if the organization did not fundraise.

If the organization fundraised this year, how were the fundraised monies utilized? Please select all that apply. Leave box blank if the organization did not fundraise.

- [ ] Donated
- [ ] Used to host a program
- [ ] Put into general organization funds
- [ ] Other:

**Organization plans for the coming school year (2014-2015)**

The following questions are in regards to your organization for the next school year (2014-2015). Please respond as honestly as possible.

How large do you anticipate the organization's membership to be? *Please respond in numeric form (e.g. If the anticipated membership is 12, the response should be 12 and not twelve or ~12).*

Please explain in which ways the organization would like to improve in the next year? *

Which training topic sessions would the organization like participate in for Student Organization Leadership Training in 2014-2015? *Select all that apply*

- [ ] Communication
- [ ] Conflict resolution
- [ ] Event planning and implementation
- [ ] Funding/fundraising
- [ ] Goal setting/brainstorming
- [ ] Marketing/publicity
- [ ] Member recruitment/retention
Running effective meetings
Team building
Time management
Transitioning leaders
University resources and policies
Other:

Please select the formats for the ways the organization would prefer to participate in Student Organization Leadership Training. *Please select all that apply
Morning training session (8-11am)
Lunch training session (11am-1pm)
Afternoon training session (1-5pm)
Evening training session (5-8pm)
Night training session (8-11pm)
Handouts/fliers in the Office of Student Activities
Outreach from peer leaders
Webinars/online tutorial
Other:

Does the organization plan to participate in the fall 2014 Activities and Resources Expo? *
Yes
No

If you answered "no" to the previous question, please explain why the organization does not plan to participate in the fall 2013 Activities and Resources Expo. If you answered "yes" to the previous question,
Please explain the expectations of the support the organization hopes to receive from the Office of Student Activities in the coming year.

Please list any additional comments or feedback for the Office of Student Activities here.