STUDENT ORGANIZATION & GREEK LIFE
PROCESSES & PROCEDURES
STUDENT ORGANIZATION
RESOURCE LINKS

Student Organizations Webpage:
www.untdallas.edu/ao/organizations

Student Organization Directory:
www.untdallas.edu/ao/organizations/orgs

Student Organization Registration Renewal:
www.untdallas.edu/ao/organizations/studentorgregistration-renewal

Student Organization Resources:
www.untdallas.edu/ao/studentorgresources
- New Student Organization Registration Form
- Event Request Form
- Advisor Agreement
- Incident Report Form
- Registration Renewal Form
- Flyer Request & Approval Form
- Name Change Request Form
- Graduation Cord & Stole Registration

Jagger’s Den:
www.untdallas.edu/ao/organizations/jaggers-den

UNTD Serves (formerly #JagsGiveBack):
www.untdallas.edu/ao/untdserves
Registered student organizations have the privilege of using university facilities. All events MUST be registered with the office of Student Affairs.

**STEPS TO RESERVING UNIVERSITY SPACE:**

- **SUBMIT FORM ONLINE:**
  
  www.untdallas.edu/node/5982/student-organization-event-request-form

  When requesting events, we ask that you submit this form 10-15 days prior to your event date and please provide as much detail as possible.

- **REQUEST RECEIVED & INPUTTED INTO SYSTEM.**

  Your request will be processed within 1-2 business days. Forms submitted on the weekend or after business hours (8:30AM-5:30PM) will not be processed until the next business day.

  If your requested location is unavailable, the contact person listed in the form will be contacted to explore other options.

- **ASTRA CONFIRMATION FORWARDED TO STUDENT ORG.**

  You should receive a confirmation of your event’s location within 5-7 days from the Coordinator of Organizations. Your event’s location is not final until you receive this confirmation email.

- **PLEASE COMMUNICATE ANY & ALL CHANGES**

  Any changes made to your event must be communicated with the Coordinator of Organizations. This includes, but is not limited to: time changes, cancellations, and/or no use of the room.

**SPECIAL EVENTS**

Some events are considered high-risk or special events if they fall under one or all of the following:
- invites off-campus guests
- invites minors
- requires food service
- outside regular business hours
- requires technical services
- held in a large event venue

These events must be cleared by the office of Student Affairs. A scheduled meeting with the Coordinator of Organizations is required and additional steps or information may be requested. Examples: campus parties, concerts, etc.
FLYER APPROVAL & POSTING PROCESS

Registered Student Organizations have the privilege of posting promotional materials, such as flyers, posters, etc. on campus.

CREATE FLYER
Using any design software, create a flyer that lists the date, time, and location of your event. Include as much detail as possible in your flyer, i.e. registration, fundraiser item costs, etc.

SUBMIT FLYER FOR APPROVAL VIA ONLINE FORM
www.untdallas.edu/node/5982/student-organization-flyer-request-approval-form

Student affairs must approve all flyers and posters on campus bulletin boards.

REQUESTING FLYER PRINTING: You can request the flyer/poster sizes and quantities listed below:
- Letter (8.5x11)
- Quarter Sheet (3x5)
- Poster (22x28)

PRINTING LIMITS: The posters have a printing limit of 10 posters per year per organization. If you’d like additional posters to be printed, you will be charged $5 per poster. Letter and quarter sheet flyers are unlimited. However, if you are requesting an excessive amount (i.e. more than 50 copies), your request will not be completed.

STAMPED APPROVAL
If the flyer is approved, your flyer will be stamped and you can post your flyers on the bulletin boards in Founders Hall (FH/DAL 2) and the Admin Building (DAL 1). Any posted flyers or posters without a stamp will be removed.

POSTING GUIDELINES:
1. Do not leave flyers of any size on tables.
2. Post on bulletin boards where you have received prior permission. (i.e. any department bulletin boards are controlled by that department)
3. Take down your posters after your event is over.

WHERE TO POST:
Founders Hall
Bulletin Boards 2nd & 3rd floor by the bathrooms
Bulletin Boards 2nd floor by the elevators
Bathroom Stall Frames: (8.5x11)
DAL 1 Admin Building
Bulletin Board near the elevators, 1st floor
Bulletin Board near advising, 1st floor
The Registration Renewal process should be completed by registered organizations at UNT Dallas, meaning if the organizations were registered within the past year. Organizations who have not completed the registration process in over two (2) years must register as a new student organization.

Student organizations must renew their registration with UNT Dallas every year to host events on campus, reserve rooms, hold meetings, and participate in campus-wide events such as JAG Fest and other involvement fairs and events through the Office of Student Affairs. This workflow chart helps outline that process. These do not have to be completed in the order outlined below:

1. **REGISTRATION RENEWAL**
   - Complete the registration renewal form online at this link: bit.ly/RegistrationRenewal and upload your updated constitution, risk management policy, executive board contact information, and membership roster. Templates for the required documents can be found at this link: www.untdallas.edu/ao/organizations/newstudentorgs

2. **RISK MANAGEMENT**
   - The president of the student organization MUST complete risk management training every year. Student organization advisors must complete the training once every two (2) years. To request access to the risk management training, please email rifeta.badic@untdallas.edu with your EUID.

3. **ORIENTATION**
   - Student Organization Orientation is scheduled once every semester. The student organization president and vice president are requested to attend orientation. If needed, an alternate representative may attend. During this event, student orgs will be able to meet other student organization leaders, receive resources, set goals for themselves, and ask any additional questions.

   Orientation dates are emailed to student organization presidents. An alternative meeting may be requested, if needed.

4. **APPROVAL**
   - Appropriate correspondence will be emailed to the president of student organizations as registration renewal items are received.

**DEADLINE.** Registration renewal application(s), documents, and contracts are due on the last Friday of September to the Office of Student Affairs, either electronically or at the front desk. It is located inside Founders Hall (FH), suite 200.

**DEADLINE: May 25th**

**REQUIRED DOCUMENTS.** Registration is NOT complete until all documents have been submitted, received, and approved:
- Constitution/Bylaws
- Risk Management Policy
- Membership Roster
- Advisor Agreement/Contract
FORMING A NEW STUDENT ORGANIZATION

Sometimes the organizations that currently exist do not fit a student’s needs. If you think UNT Dallas is missing a student organization, you are more than welcome to start a new student organization. After you complete these steps, your elected student organization president will receive a confirmation email from the Office of Student Affairs.

Before beginning the steps to creating a new organization, please be sure it does not already exist. UNT Dallas has over 50+ student organizations on campus.

Students interested in forming a new student organization, should follow this checklist below. For more information, please email rifeta.badic@untdallas.edu

CHECKLIST

FIND
To create a new student organization, you need three (3) members and an advisor. Your advisor must be a staff or faculty member employed at UNT Dallas.
- Locate three members (including yourself)
- Confirm an advisor.

CREATE
Create a constitution/bylaws and risk management policy for your organization. Templates are available online at www.untdallas.edu/aoorganizations/newstudentorgs

REGISTER
Register your organization here: bit.ly/UNTDNewOrg where you will also upload a copy of the following documents:
- Constitution/Bylaws
- Risk Management Policy
- Membership Roster

TRAINING
Complete the risk management training. Once you have completed your registration, the president and advisor of the student organization must complete Risk Management Training. Send an email to Rifeta “Fifi” Badic, rifeta.badic@untdallas.edu with your EUID (i.e. abc0123) to get access to the training module. It can be completed online or in person at one of the Student Organization Orientation dates.
- Completed by student org president
- Completed by student org advisor

ORIENTATION
Student Organization Orientation is scheduled once every semester. It is required for student organization leaders to attend. At this meeting student orgs can set goals for their organization(s), and ask any additional questions about student organizations at UNT Dallas.
- Attend student org orientation or schedule meeting with the Coordinator of Activities & Organizations.

Your organization is not approved until you receive a confirmation that all materials have been received

This process does NOT apply to forming a new Greek organization (i.e. social fraternity or sorority). Please follow the Greek Expansion Process.
The purpose of Jagger's Den funding is to assist registered student organizations with their programs, which are defined as events, services, or projects.

**REQUEST PROCESS**
The Jagger's Den Funding Request Process usually takes 2 weeks or more to complete, see the outline below:

- **WORKSHOP**
  A scheduled training workshop takes place at the beginning of the semester. Student organizations have to attend to apply.

- **APPLICATION**
  The Jagger’s Den application can be found online. Each semester will have a deadline to submit applications. Any applications received after the deadline will not be reviewed.

- **SCHEDULED HEARING**
  SGA Finance Chair will schedule hearings for each applicant. A representative of the organization MUST attend.

  SGA Jagger’s Den Committee will deliberate and approve/deny the application.

- **EMAIL CONFIRMATION**
  Once the committee agrees on the decision, they will receive an email with the committee's decision. It will contain deadlines to submit flyers and promotional materials with the required logo.

- **COORDINATE PURCHASES**
  After approval is received you should coordinate purchases with the Office of Student Affairs at least two (2) weeks prior to your event.

**CONDITIONS**
1. Organization must have completed Student Organization Registration/Renewal.

2. The program must be open to all students and provide equal access to all students if reasonable accommodations can be made.

3. The program must be free to attend. No event admission may be collected.

4. All programs must promote betterment of campus life, benefit the university, and/or present an opportunity for student involvement.

5. Abide by funding restrictions.
   - **RESTRICTED PURCHASES**: membership fees, entry fees, conference fees, hotel fees, airfare/transportation, any gifts or prizes, alcohol or related items, individual meals, induction ceremonies or closed banquets, new member pins, member-only apparel, food for meetings, and gift cards.
     (Other restrictions may apply.)
   - **APPROVED PURCHASES**: Advertising materials (i.e. flyers, posters, brochures, etc.), food for a program, paper goods (i.e. napkins, plates, etc.), event or program supplies, etc.

   - Any changes to your must be emailed and approved by the Office of Student Affairs.

   - Purchases may not be used to make a profit for the organization or fundraising.

   - Events may not be funded through another source (i.e. university fees, department funding, etc.), if using Jagger’s Den funding.

6. Purchases must be made in coordination with the Office of Student Affairs. No reimbursements are allowed. Quotes and/or W9 forms for vendors must be submitted to the Office of Student Affairs two weeks prior to the event.