## STUDENT ORGANIZATION REGISTRATION CHECKLIST

Please submit the following information to the Student Union & Activities Office on the second floor of the New Ranch. Organizations who fail to comply by **September 27**, **2013** before 4:00 pm may forfeit those rights and privileges that are granted to student organizations in good standing. Cutoff dates for newly formed organizations are as follows: **November 8**, **2013** (fall13) and **April 4**, **2014** (spring14).

Go to www.mcneese.edu/studentlife/organization\_registration to register! Organization information form submitted online Organization roster uploaded to online information form Anti-Hazing Oath signed online or hard copy delivered to Student Union & Activities Office Cash Handling Agreement signed online or hard copy delivered to Student Union & Activities Office Organization constitution/by-laws on file or uploaded to online information form Organization has access to the Student Organization Handbook online Organization has an active agency account (if you will conduct fundraisers)