Thank you for using our Step by Step instructions. Below, you’ll see screenshots of the registration application with instruction boxes and arrows for sections you need to fill out. The best method of using these instructions is to have it open next to the registration application itself and scroll through as you come to each page.

Eligibility Agreement

Registration of student organizations is an **ANNUAL** process that carries responsibilities and confers rights, including access to University facilities.

When you, as the primary contact person, submit the registration form, it means that you have read this information carefully and that your organization is in compliance. If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted Registered Student Organizations and are obligated to inform the Center for Leadership & Involvement.

Student groups at UW-Madison must be registered as a student organization in order to use University facilities or the name of the University. Refer to the **Naming Guidelines** for further information.

To be eligible for registration, your student group must:

- Be a not-for-profit formalized group
- Be composed of at least 75% UW-Madison students
- Be controlled and directed by UW-Madison students
- Be related to student life on campus
- Abide by Federal, State, City & University nondiscrimination laws & policies

Contacts:

- Identify a Primary Contact person for the organization (see role requirements below) who is authorized to assist with accessibility requests
- Identify a Second/Financial Contact who is authorized to represent the RSO in financial matters
- Identify a Third Contact and Fourth Contact
- All four contacts must be at least half-time UW-Madison students
  - Undergraduates: enrolled in at least 6 credits
  - Exception: Student who are enrolled in a co-op (cooperative education program) for the semester/year can have fewer credits
  - Graduate Students: enrolled in at least 4 credits
  - Exception: Graduate students can have 3 credits if working on a dissertation or thesis

Application:

- Provide the Center for Leadership & Involvement with information required on the application form
- Develop and submit the constitution, bylaws, or operating procedures for the group
- Complete a Registered Student Organization Orientation
- Complete the Badgers Step Up! program (program completion includes: pre-test, workshop, and post-test)
- Abide by financial and all other regulations specified in the Student Organization Resource and Policy Guide, *(Financial Regulations of Registered Student Organizations)*

I've read the statement above, agree to comply with the requirements, and inform my members of these requirements. By using your University NetID and password to log into this system, this check box constitutes a legal signature, *(required)*
**RSO Eligibility and Nondiscrimination Agreements**

**Nondiscrimination Agreement**

- University policy, as well as federal and state laws, prohibits discrimination by Registered Student Organizations (RSOs) against students at the university.
- Student Organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.
- RSOs can hold closed meetings for the purpose of peer counseling sessions or for other purposes if attendance is limited to a pre-established list of members. If such a meeting is publicized, it must be clearly labeled as a membership meeting.

I've read the statement above, agree to comply with the requirements, and will inform my members of these requirements. By using your NetID and password to log into this system, this check box constitutes a legal signature. (required)

Read the nondiscrimination policy and, if your organization agrees, check the box.
Badgers Step Up! Requirement:
All organizations must send a representative through the Badgers Step Up! Bystander Intervention training. This requirement can be completed either the spring semester prior to registering or the semester of registration.

Badgers Step Up! Registration Requirement

In order to be a Registered Student Organization, a member of your organization must complete the Badgers Step Up! Bystander Intervention Program.

If a member of your organization completed this program last spring, you will find your organization name in the dropdown below. That completion will satisfy the requirement for this year's registration. We do encourage you to sign up for a new session next spring to complete the requirement for the following year.

If your organization name is not in the dropdown list, you must sign up for a session and receive a confirmation of your session assignment in order to continue the registration process.

If your organization has already completed this requirement, please select your organization name from the dropdown list.

If your organization is not listed, please choose the first option "Not Listed—Need to Sign Up".

If you attended during Fall 2015 for the 2015-2016 academic year's registration, choose Not Listed - Already Attended. (Required)

When you receive your confirmation, please list the date and time of the session you’re assigned in the boxes provided. Again, you will receive this information prior to the session to complete a Pre-Test.

Since you will need to wait to continue filling out the application until after you receive confirmation of your Badgers Step Up! session assignment, we wanted to let you know how to get back to the application you started instead of having to start another new application.

To access this application again, log into http://win.wisc.edu and then go to My Involvement in the top menu. Choose the "Submissions" option in that menu and then click on the Organization Registrations tab in the middle of the page. Click on the Magnifying glass next to this submission to continue filling it out from where you left off.
In order to be eligible to affiliate with the School of Business as a BBA organization, you must comply and answer yes to each of the questions on this page. If you do not meet any of these requirements, you cannot register as a BBA-affiliated student organization.

**BBA RSO Registration FY16**

**BBA Indicator**

- Is there at least one admitted BBA student on your executive board? *(required)*
  - Yes
  - No

- Does your organization have a Faculty/Staff Advisor? *(required)*
  - Yes
  - No

- Does at least 50% of your organization membership consist of admitted BBA, CIB (Certificate in Business), IMAcc (IMAcc or GMAcc) or pre-business students (approximate)? *(Note: Pre-business students are students who intend to apply for the BBA program who have an assigned academic advisor in the BBA Advising Center, who are still eligible to apply to the BBA program.)* *(required)*
  - Yes
  - No

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**BBA RSO Registration FY16**

**Officer Information**

- **President Name:** *(required)*
- **President Email:** *(required)*
- **President Phone Number:** *(required)*
- **Treasurer/VP of Finance Name:** *(required)*
- **Treasurer/VP of Finance Email:** *(required)*
- **Treasurer/VP of Finance Phone Number:** *(required)*

Please list the name(s), title(s) and email address(es) of all other Executive Board members for your organization *(required)*
**BBA RSO Registration FY16**

**Organization Information**

If your organization has an off-campus bank account, you must indicate it here and list the financial institution that houses it.

**Does your organization have a bank account?**
- Yes
- No

If your organization has a bank account, please list the financial institution(s):

**Is your Advisor a co-signer on your checking account?**
- Yes
- Not at this time, but will be added by October 1, 2015

**Does your Advisor have administrative access to your WIN roster?**
- Yes
- Not yet, but will be added this fall
- No

Fill out all of the requested information about your student organization here. If you have questions, please contact Dani Barker in the BBA office.

**Days/Times of Executive Board Meetings**
If known, please list the regular meeting time. If unknown, enter "N/A" (required):

When do you hold your Executive Board elections? (required):

**Day/Time of General Member Meetings**
If known, please list the day/time of your general member meeting so it can be shared with interested students who want to get involved in your organization (required):

Estimated general membership count: (required):

What percent of your organization membership consists of admitted BBA or CIB (Cert. in Business) students (approximate)? (required)
Fill out all of the requested information about your student organization here. If you have questions, please contact Dani Barker in the BBA office.

Please list the major events/initiatives your organization will coordinate this academic year, including dates (if known) or approximate date ranges. (required)

Will any of these events include a corporate partner or sponsor? (required)
- Yes
- No
- Unknown at this point

If your organization is affiliated with a national organization, please list the name and email address of the national representative contact.

Optional: BBA Student Life provides offices in 1250 Grainger. Organizations that receive an office will be required to hold weekly office hours and agree that the offices will not be used for storage. If your organization is interested in an assignment for the academic year, please describe below how the office space will be beneficial to the success of your organization.

Note: Given the limited number of office spaces, filling out this request does not guarantee your organization an office. In some cases, there might be two organizations assigned to share an office and having an office last year does not guarantee that your organization will receive one this year. A BBA Student Life Staff Member will contact you to follow up on the status of your request for office space.

Optional: There are several bulletin boards located on the second floor of Grainger Hall that organizations have used in the past. If interested, please describe how your organization would use it. (Please note, orgs will not receive both an office and bulletin board.)

**BBA RSO Registration FY16**

Agreement

- By checking this box and submitting your WSB organization registration, your student organization agrees to abide by the policies outlined in the UW-Madison Student Organization Policy Code of Conduct (http://guides.umn.edu/code_of_conduct.html). In addition, your organization agrees to uphold the values of the Wisconsin Business program and represent both the Wisconsin School of Business and the university in a responsible, ethical, and professional manner as well as abide by the BBA Honor Code (http://bus.wisc.edu/bba/academics-and-programs/bba-honor-code). Failure to do so will result in revocation of student organization privileges and recognition as an official Wisconsin School of Business student organization. NOTE: checking this box in Win constitutes a legal signature. (required)
The **Naming Regulations** listed below apply to all references of your organization’s name, including but not limited to:

1. **Official Name**
2. **Acronym/Nickname**
3. **Website URL**
4. **External Website**
5. **Org Email Address**
6. **Social Media (Facebook/Twitter)**

**Naming Regulations:**

1. If your organization name begins with an article, add it to the end (e.g., “The Chess Club” should be listed as “Chess Club, The”)
2. You may **NOT** use any form of UW-Madison as the **beginning words** of your organization name. Instead, they should be at the end of the org name (e.g., “UW-Madison Chess Club” should be listed as “Chess Club - UW-Madison”)
3. If you are part of a local or national organization, you cannot use the same name as the larger organization (e.g., “United Way” should be listed as “United Way, UW-Madison Chapter”)

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**Organizations Description**

This is a full description of your organization. Some suggested topics to cover would be the purpose of the organization, types of events you hold, and other information you’d want people searching for your group to know.

**Organization Web Site URL (required)**

https://uwmadison.collegiateLink.net/organization/

**External Website**

**Facebook Group URL**

**Twitter Page URL**

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This is the description of your organization that will be shown in the RSO Directory.

This will be the end of the URL when someone comes to your organization profile page (e.g., win.wisc.edu/organization/URLsitekey).
You must enter in an email address for your organization. If you organization does not have an email, you MUST provide the primary contact’s email in it’s place. This information will be listed on your PUBLIC RSO WIN PAGE so interested students have a way to contact your organization.

You may have information from the past year in the Address and Phone number fields. THIS INFORMATION IS NO LONGER REQUIRED AND SHOULD ONLY BE LISTED IF YOU WANT TO SHARE IT PUBLICLY.

List any requirements you have for member of your organization, such as a minimum GPA, membership fees, or other requirements that do not violate the UW-System Non-Discrimination policy.

Indicate if your organization is made up of undergraduates, graduate students or both.

If your organization is affiliated with a larger local, national or international organization, please list it here.
Please list all the members of your organization you would like to be authorized to make room reservations on campus. (List each member’s full name, separated by a semi-colon).

Jeff Benson; Sheila Keaton; Abigail Stock

What is your Primary Contact’s phone number? (for example, 555-555-5555)?
(Included in this section so it can be seen by campus administrators only) (required)

Committee on Student Organizations (CSO) Judicial Status:
If blank, Student Organization is in good standing with UW-Madison.
This field is for administrative use only.

Advisor Information: Fill out all the needed Advisor Information below. If you do not have an advisor, please fill in the “required” boxes with “N/A.”

Advisor Name: (required)

If you have an on-campus advisor, please enter your advisor’s Department: (required)

If you have an on-campus advisor, please enter your advisor’s Job Title: (required)

Mailing Address for your Advisor (if applicable):

Advisor Email Address: (required)

Advisor Phone Number: (required)
Will your organization control (own, rent, regularly use) off-campus space it will use for organization business during the 2014-2015 academic year?

Some examples:
- Your organization uses meeting rooms in an off-campus building (i.e., Hillel, Lutheran Campus Center, Lowell Center) for regular meetings or events.
- If the facility/meeting room is labeled with identifying information for your organization.
- An entire property is rented or owned by members of your organization and organization business will be conducted there.

(required) 
☐ Yes  
☐ No

You will only see this page if you answered "Yes" to controlling a facility.

**Organization Facility Reporting**

UW-Madison is required by the Clery Act to report crime statistics for on and off-campus facilities used by the University and groups registered with the University. See the 2014-2015 Annual Security and Fire Safety Report here. We need the address of the facility you control (own, rent, regularly use) to make sure we are in compliance and are able to collect crime statistics for off-campus spaces.

Name of Facility:  

Address: (required)  

City: (required)  

State: (required)  

Zip Code: (required)
If your organization does control a facility, list the facility information on this page.

Please briefly describe the days and times you use the facility.

For example:
- Every day, all the time (for a house that organization members live in)
- Every Monday and Wednesday from 7:00-8:30pm
- First Sunday of the month from 1:00-4:30pm

(required)

What is the date range that you are using the facility?
(i.e. August 15, 2015 - August 14, 2016) (required)

(required)

If you have additional facilities to report, follow this link to the RSO Facility Report WIN form.
Constitution/Bylaws

All organizations MUST provide the University the most recently updated version of their Constitution/Bylaws document. This document should outline the following elements at a minimum:

- Purpose of your organization
- Membership Criteria/Requirements
- How leaders are selected
- A statement that leaders must be UW Students
- How decisions are made

If you need assistance developing this document, please look through the Constitution Resources.

This year, your organization is NOT required to submit a Constitution/Bylaws document UNLESS it has changed since the last time your organization registered.

Has your organization’s Constitution/Bylaws document changed since the last time your organization registered?

(You can find the last uploaded version by going to your organization’s WIN page, clicking on Documents and viewing the most recent document in the Constitution/Bylaws type)

Select a file to upload as your organization's constitution/bylaws.

IF YOU MADE CHANGES: Attach a copy of your organization’s governing document, such as a constitution or bylaws. These documents need to include the purpose of your organization, discuss membership criteria, how leaders are selected within your organization, and how decisions are made within your organization. If you need help developing this document for your organization, please look through the resources provided by CfLI in the Student Organization Resource and Policy Guide.
Since you are re-registering, the system will already populate contacts from last year. Therefore you must first remove old contacts and then add new ones.

Then, add ONE student for each of these positions:
Second/Financial Contact; Third Contact; Fourth Contact

**By filling out this form, you are considered the PRIMARY CONTACT.** Do not list yourself for Second/Financial, Third or Fourth Contacts.

These student contacts must be UW-Madison students enrolled at least half time
- Undergraduate students: at least 6 credits *(Exception: Students enrolled in a co-op (cooperative education program) for the semester/year can have fewer credits)*
- Graduate students: at least 4 credits *(Exception: Students can have 3 credits if working on a dissertation or thesis)*

You must enter the **name and “@wisc.edu” email address for each contact.** Remember, each of these contacts must be a different student!

Select any contacts and members that are no longer in the position or organization and click “Remove”

<table>
<thead>
<tr>
<th>Email</th>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:skeaton@studentlife.wisc.edu">skeaton@studentlife.wisc.edu</a></td>
<td>WAII KWAN</td>
<td>CHEUNG</td>
<td>Fourth Contact</td>
</tr>
<tr>
<td><a href="mailto:skeaton@studentlife.wisc.edu">skeaton@studentlife.wisc.edu</a></td>
<td>SHEILA</td>
<td>KEATON</td>
<td>Member</td>
</tr>
<tr>
<td><a href="mailto:benzon@studentlife.wisc.edu">benzon@studentlife.wisc.edu</a></td>
<td>----</td>
<td>----</td>
<td>Financial Contact</td>
</tr>
<tr>
<td>----</td>
<td>----</td>
<td>----</td>
<td>Accessibility Contact</td>
</tr>
</tbody>
</table>

Showing 1 - 5 of 6
Select each position using the dropdown menu.

Once you have entered in all the positions, they will all be checked off.
When students search for organizations in the RSO Directory, they can search by Category. Please enter up to three (3) categories you feel your organization belongs in.

WIN offers a powerful interest-matching system, where individual students can indicate their interests, and then be given recommendations of student groups that match those interests. You can identify as many interests as applicable for your organization in this step.
Welcome to the Online Orientation. The orientation video takes approximately 35 minutes to watch. After watching the video, check the box indicating that you’ve watched the video and will share this information with your organization members and click "Next" at the bottom of this page to take the Orientation Quiz.

**You must get all questions correct for the orientation to count.** If you get any of the questions incorrect, your application will be denied and you will get another chance to watch the video and re-take the quiz.

You can access the video at: [Youtube.com](https://www.youtube.com)

By checking this box, I acknowledge that I received the information provided in the 2015-16 Online RSO Orientation. Further, I acknowledge that it is my responsibility to ensure all members of my organization are aware of the policies and expectations (for registered Student Organizations required)

You must get all quiz answers correct for the orientation to count. If you get any questions incorrect, your application will be denied and you will need to find the correct answers and re-submit.
To get to this screen, you must answer all the quiz questions and then click Next.

Submission

<table>
<thead>
<tr>
<th>In Progress</th>
</tr>
</thead>
</table>

1. **Instructions (optional)**
2. **RSO Eligibility and Nondiscrimination Agreements**
   - Eligibility Agreement
   - Nondiscrimination Agreement
3. **Badgers Step Up! Registration Requirement**
   - Badgers Step Up! Registration Requirement
4. **General RSO Registration - FY16**
   - Organization Types
   - Page 2
5. **Profile Instructions - Re-registration**
   - Page 1
6. Organization Profile
7. **Organization Facility Reporting**
   - Page 1
   - Page 2
8. **Constitution/Bylaws Upload - Not Required**
   - Constitution/Bylaws
   - Current Constitution/Bylaws Agreement
9. **Roster Instructions (Re-reg)**
   - Page 1
10. **Organization Roster**
11. **Categories Instructions**
    - Page 1
12. **Organization Categories (optional)**
13. **Organization Interests (optional)**
14. **Online RSO Orientation 2015-16**
    - Page 1
    - Orientation Quiz

This page allows your organization to review your application before submitting it to CflI. If you are confident that your application is complete and ready for review, click “Submit for Approval”.

Submit for Approval
Delete Submission