STUDENT GROUP SERVICES

Registration Checklist

Overview

This information is what you will need to provide SGS with if you are trying to register your new or existing student group, Residence Association, Fraternity or Sorority, or Faculty Association.

All templates and resources are available under "Resources and Downloads" on the SGS website.

What Information do I need to have?

☐ Public Contact Information
- You'll need at least one email address or phone number that can be your group's public contact listed on BearsDen

☐ Contact information for group's President or primary contact

☐ Student Group Recognition Levels
- Depending on the membership breakdown of your student group, you could choose between 3 different recognition levels. Each recognition level has different requirements and privileges. A detailed breakdown of these recognition levels is available on our website.

☐ Total number of members and details
- A minimum of ten members and their UAlberta email addresses
- List out how many members are Undergraduate, Graduate, or non-student members

☐ Overview of group's yearly operations
- What kinds of events and operations does your group plan to hold over the year?

☐ Executive roster
- Follow the Executive roster template given in the application (also available under "Resources and Downloads" page. The template requires their names, UAlberta email addresses, positions, and student statuses for entire executive committee

☐ Budget
- An approximate number of your yearly budget. A template is available under "Resources and Downloads" page of our website

☐ Bank account location and names of 2 signing authorities
- If you don't have a bank account yet or don't intend to set one up that's fine! There's no need to set one up until your registration has been approved.

□ Executive Training and Treasurer's Training
- The names of executives who have completed training and the date they completed it

□ Student Group Constitution
- Be sure to check out the Constitution Requirements Checklist to see if your constitution needs to be updated

□ Completed Liability Form
- The Liability Agreement is the final document required for registration, and must be signed by your President and another executive

Other items to include in application (if applicable):
□ Faculty contact or Faculty advisor contact information
□ Fraternity advisor contact information
□ External Affiliate information and an Affiliate letter
□ Insurance Policy information and a scanned copy of the policy