Student Organization Annual Registration Process AND Annual Budget Allocation Process

Please refer to the 2016-17 Student Organization Manual for complete information.

Annual Registration Process Opens!
All events and purchases are on hold until the Annual Registration Process and Annual Budget Allocation Process is complete.

Priority Deadline
- Student organizations who have successfully completed the Annual Registration process in full will be eligible for priority room assignments.
- Student organizations who have successfully completed the registration process in full AND have submitted their Annual Budget Allocation Request will be eligible for priority funding.

Standard Deadline
If you missed the Priority Deadline, this is the last date by which the Annual Registration Process and Annual Budget Allocation Process may be completed.

Annual Registration Process (3 Steps) These need to be done by deadlines

1. Complete the Student Organization Registration form
   Any current officer can complete this form (please coordinate to avoid duplicate submissions). You can access the form online at https://www.surveymonkey.com/r/SORegistration-16-17

2. Complete Student Organization Officer Training
   This needs to be completed by ALL OFFICERS. To access the training, go to the Student Organization Link in the Community section of Blackboard Learn.

3. Complete the Advisor Acknowledgement Form
   Your ADVISOR needs to complete this online form at https://www.surveymonkey.com/r/AdvisorAcknowledgement

Annual Budget Allocations
Access the Annual Budget Allocation Request Form in the FORMS section of the Student Organization Link in Blackboard Learn.

Refer to the Manual for instructions on how to complete each worksheet tab. Once done, submit the completed form electronically to StudentLife@jefferson.edu and cc-ed to your student organization Advisor.

All student organization activity for the 2016-17 academic year may commence.