



Registration Process for ASU Student Organizations 2009-2010

I. UPDATE your Club Information with SORC

Updates Accepted: April 13th, 2009 through Summer 2009
Registration Active until September 18, 2009.

THIS UPDATE IS NOT YOUR REGISTRATION FOR 2009-2010!!!!!!!!!!!!!!!

1. Fill out Organization Update Form and/or Email all organization updates to sorc@asu.edu including:
 - ALL officer names, email address, and phone numbers
 - Advisor name and contact information (department, mailcode, phone, email)
 - Changes to mission statement, club email or website url

If you want to book rooms for fall and/or participate in Passport to ASU, you must submit this information even if you have NO changes!

2. When the record has been updated on the "Search for an Organization" page at www.asu.edu/clubs, clubs may **book rooms for the Fall semester** with Memorial Union Event & Meeting Services and classrooms (after April 13, 2009) and **sign-up for Passport to ASU!**

II. REGISTER your Club for the 2009-2010 Academic Year

We **WILL** be moving to an online registration format for the 2009-2010 school year. Details about registration processes and requirements will be provided at the Fall Registration Fair or before!

1. In addition to the online registration, **all** clubs **must** attend a mandatory information session as part of the **Fall Registration Fair**. Student organization officers and advisors will receive information on resources and policies, fundraising, student risk management and FAQ's to help you get the year off to a great start!

2. Fall 2009 Schedule for Information Sessions:

9/2/2009	12:00 PM - 1:30 PM	MU 230
9/8/2009	12:00 PM - 1:30 PM	MU 230
9/9/2009	5:00 PM - 6:30 PM	MU 230
9/14/2009	12:00 PM - 1:30 PM	MU 230
9/16/2009	5:00 PM - 6:30 PM	MU 230

Fall Registration Deadline: 9/18/2009

3. Failure to attend the Fall Registration Fair and complete all registration requirements by Monday, 9/18/2009 will result in cancellation of meeting rooms and a loss of other resources offered to student organizations. Clubs that do not register in the Fall will have an opportunity to complete the process in the Spring.



**ORGANIZATION UPDATE FORM-FOR CURRENTLY REGISTERED STUDENT ORGANIZATIONS
SPRING/SUMMER 2009**

please print or type

NAME OF ORGANIZATION	
EFFECTIVE DATE OF CHANGE (s)	

Contact Information:

Much of the communication provided by the SORC will be conducted via email; thus it is imperative that student organization leaders check email on a regular and continuing basis.

President's Name (primary contact person)	Phone Number	E-Mail
Second Officer & Title	Phone Number	E-Mail
Additional Officer	Phone Number	E-Mail
Additional Officer	Phone Number	E-Mail
Additional Officer	Phone Number	E-Mail

Advisor: Must be a full or part time faculty or staff member at ASU.

Advisor's Name (ASU full-time faculty)	Department	Mail Code
Title	Phone Number ()	E-Mail
Secondary Advisor (Optional)	Phone Number ()	E-mail

Other Changes: