

		Independent SO	Sponsored SO	Departmental SO
1 REGISTRATION	Register w/ Student Engagement and Leadership	X	X	X
2 CONSTITUTION	Submit current copy of organization's constitution	X	X	X
3 ADVISOR	Requires a full-time faculty or staff advisor	X	X	X
4 ANNUAL REGISTRATION WORKSHOP	Must attend an Annual Registration Workshop	X	X	X
	Must attend Student Government Grant Funding and Financial Management Workshop	X	X	
5 MEETING / EVENT SPACE	May reserve meeting or event space on campus	X	X	X
6 COMPLIANCE	Must comply with WVU policies and guidelines and/or requirements of sponsoring unit	X	X	X
7 TAX	Provide EIN or Tax ID number, if applicable, and comply with IRS regulations <b>*Please refer to Student Organization Tax Information Handout</b>	X	X	
8 FUNDING/ SUPPORT	Is eligible for Student Governemnt Association grant funding and event planning support	X	X	
	Ability to assess member dues or fees to support the financial operations	X	X	
	Financially supported by University student fees or department funding		X	X
9 FINANCIAL	May utilize off-campus banking accounts.	X	X	
	Financial processing handled by organization with oversight by sponsoring unit		X	
	May utilize University accounts. Financial processing is handled by sponsoring unit.		X	X
	Must include Financial Management standards within the organization's Consitution and By-Laws as outlined Student Engagement and Leadership	X	X	
10 FINANCIAL REVIEW	If annual revenues and/or expenditures exceed \$5000, required to have external review of finances using a pre-approved professional and share results with Student Engagement and Leadership	X	X	
	Provide monthly bank account statements to Advisor and monthly treasury report to all members. <b>*If organization collects member dues and host fundraising events</b>	X	X	
11 RISK MANAGEMENT	Must review risk management options if group travels together or individually as part of the group	X	X	X
	Must have risk management plan if alcohol is involved in any event sponsored by the organization	X	X	X
	Must register, complete indemnifcaiton agreements, and meet Student Engagement and Leadership Office regarding all student organization travel.	X	X	X
12 HAZING	Must abide by anti-hazing policies, student conduct policies and laws.	X	X	X
13 STUDENT CONDUCT CODE	Subject to the Student Conduct Code with regards to student organization and individual members. *Please refer to the Student Conduct Code and WVU Board of Governors Policy 31.	X	X	X