



Office of Student Involvement

How to Unfreeze a Club

*The enrollment process to unfreeze begins in mid-October and lasts until late-January.
Please reach out to the OSI for updated information.*

☐ Be on the Group's Roster

- You need to already be listed on the club's WesNest roster in order to re-register a frozen group.
- If you're *not* listed but want to unfreeze the group, email involvement@wesleyan.edu and ask to be added.

☐ Attend "Light the Torch" Workshop

- Just like starting a new club, reactivating a group requires attending the "Light the Torch" workshop run by OSI / WSA Community Committee.
- This training is available during open enrollment periods.
- This helps re-launching officers understand how to run things under current policies, and ensures you're plugged into campus resources.

☐ Request to Unfreeze

- This form is found on WesNest in the Forms Section and notifies the OSI committee that you are interested in starting the unfreezing process. Once approved, your organization's page will become unlocked, and you will be able to Re-Register.
- Only a Primary Contact should complete this form.

☐ Submit a Re-registration Application

As part of reactivating a frozen group, the application will ask for:

- An **action plan** for how you'll restart: recruitment strategy, meeting schedule, event ideas, etc.
- A **legacy plan**: how the club will stay active long-term and re-register in future years.
- An **updated constitution**: make any changes or clean up your governing document.

☐ Meet with Committee

- You must meet with the **OSI Assistant Director** or **CoCo Chair** to discuss your plans for reactivating the club.
- In that meeting, go over your action plan, legacy plan, and how you envision leadership and membership moving forward.

☐ Update WesNest Page

- Make sure your group's WesNest page is updated, including the new constitution, roster, and any relevant historical documents.

☐ Plan for Funding

- Once recognized, formal groups can apply for funding through the **Student Budget Committee (SBC)**.
- There's also an OSI Programming Fund for additional support for formal and informal groups.
- Make sure your financial manager understands how to submit requests, handle reimbursements. The OSI will host training workshops for Financial Managers to learn these skills.

Once approved, you must:

Re-Register and Maintain Your Club

☐ All groups must attend "Pass the Torch" Training in the Spring.

☐ Formal Groups must attend Club Leader Training in the Fall.

- Re-register every spring. OSI requires active groups to re-register, or they will become inactive the following semester.
- Keep your WesNest page updated: roster, constitution, meeting minutes, events.
- Plan for leadership transitions: train new officers, document processes, and save important documents in WesNest.