



**WES NEST**

MEMBERS

**Club Registration and  
Passing the Torch**

# Formal Organizations

Any group that wishes to request money from the Student Budget Committee (SBC) for any part of their operations and/or collects income should seek status as a formally recognized group.

Formally recognized groups are **required** to have:

- A constitution (See template on WesNest homepage)
- A declared faculty advisor
- A minimum of 7 members reported on roster (4 members in addition to the officers: primary contact, financial manager, and events planner)

# Formal Organizations (continued)

Groups on campus that are known for putting on big and vibrant events, have significant travel expenses that the SBC covers, or perform community service, among many others, will likely become formally recognized groups. These groups **will** be assigned a SmartKey (group number) by the WSA Office, and may accumulate income in their account from various campus sources.

Status as formally recognized can be obtained during the appropriate registration period, but not any other time.

# Informal Organizations

Groups that will **not** need funding from the Student Budget Committee (SBC) and will **not** be collecting income should seek status as an informal group.

Informal groups are **required** to have:

- A minimum of 5 members reported on roster (2 members in addition to the officers: primary contact, financial manager, and events planner)

Informal groups are **not required** to have:

- A declared faculty advisor
- A constitution

# Informal Organizations (continued)

Informal groups will be those who conduct small-scale meetings and do activities independently, without much need for financial assistance.

They will not need to attend Financial Manager or Contract Request Trainings.

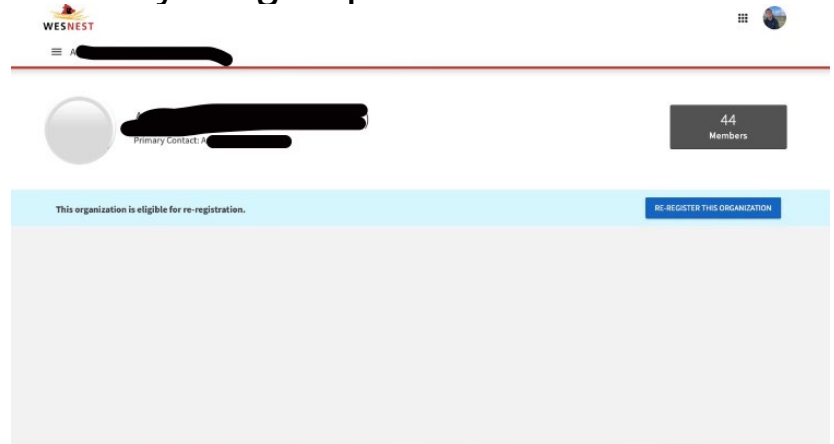
If an informal group wishes to put on an event, they **may** still request money through the SALD Sponsorship Grant, and other relevant sources.

These groups **cannot** , however, accumulate income in their own account. They will **not** be assigned a Smartkey (group number) by the WSA Office.

# Re-Registering

Login to your student account on WesNest and find your group in the “Organizations” tab.

1. Hit “Manage Organization” on the right hand side
2. Hit the blue “re -register this organization” button
3. Follow the step by step instructions and enter your group’s information



# Tips for the Registration Process

- If you're a formal group, make sure to list the last 3 digits of your SmartKey in your student group's name
  - ex. "I Love Shelissa (123)"
- Add photos and videos of group meetings and events if possible
  - Social media posts can be a great place to find these if you don't have any on hand!
- Link your social media accounts to your group's WesNest – especially if they're active!

# Important Questions:

1. Where are your group's important passwords stored? (social media, student group email address, etc.)
  - a. Have they been passed down to incoming leaders?
  
1. How has your group preserved institutional memory/group history in the past?
  - a. How can this process be improved going forward? Could outgoing leaders take some time to commit institutional memory to a google doc?



# Important Questions (continued ):

1. What were some of your group's greatest successes this year?
  - a. How can incoming leaders continue to achieve these successes?
1. What were some of your group's greatest challenges this year?
  - a. How can incoming leaders avoid these difficulties?
1. What are some goals you would like incoming leaders to set for next year?
  - a. What can incoming leaders do to achieve these goals?

# Important Questions (continued):

1. How has the workload of leadership been distributed in the past?
  - a. Is there a more efficient way to distribute this work going forward?
  
1. How has your group partnered with other student organizations/teams and/or academic departments in the past?
  - a. How can these relationships be maintained/strengthened in the future?
  - b. Are there other opportunities for collaboration on campus and/or in Middletown?