

# New Registered Student Organization Application

In order to receive benefits of being a Registered Student Organization (RSO), all student organizations must complete the registration process. New RSOs may complete the registration process anytime throughout the year. In order to complete this form, you will need the following information:

- Name, ECU ID Number (901 number), ECU Email, and phone number for two officers (one must be acting President)
- Name, ECU ID Number (901 number), and ECU Email for four general members (these may serve as other officers as well)
- Name, ECU ID Number (901 number), ECU Email, department, and campus phone number for a faculty or staff adviser
- Constitution/bylaws
- Statement of Purpose

Please follow the outlined steps to apply to be a new registered student organization here at ECU. Please note that it may take several business days to process your request.



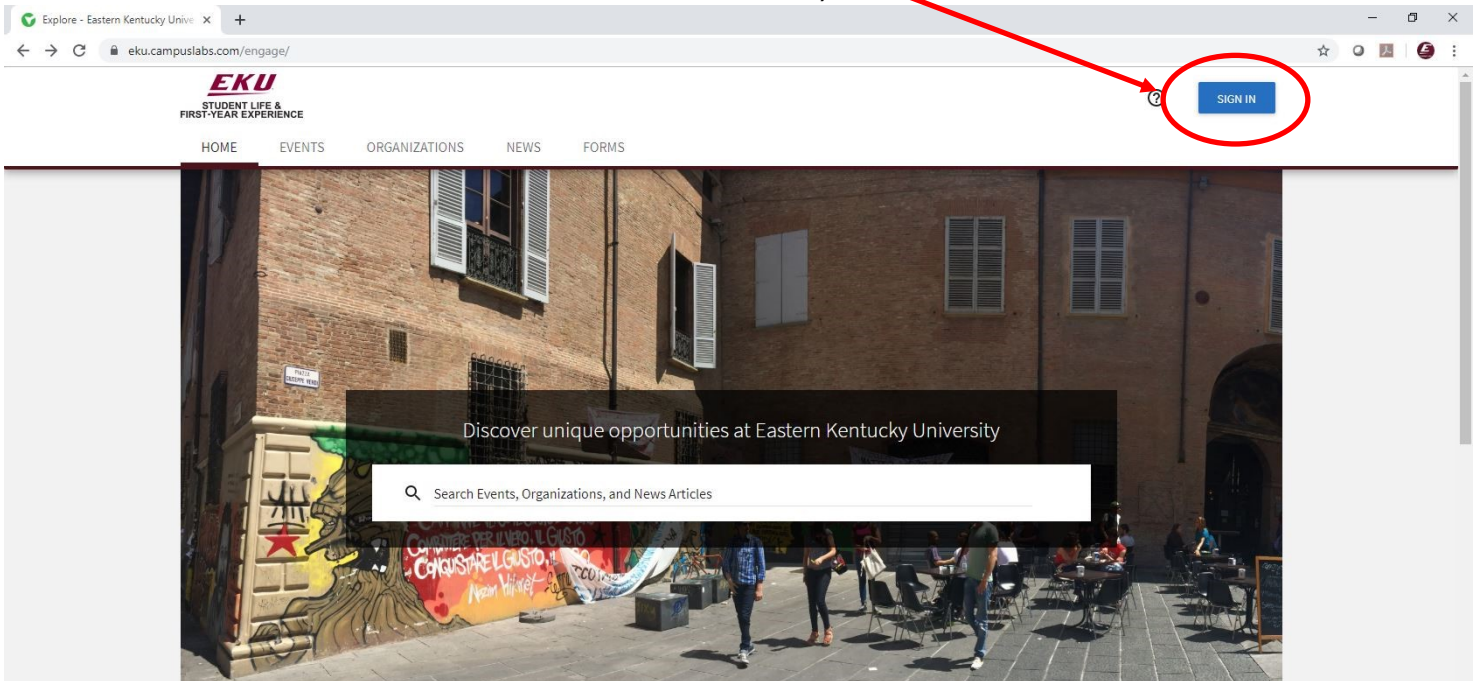
If you have any  
email student-  
859-622-3855.

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questions, please  
life@eku.edu or call

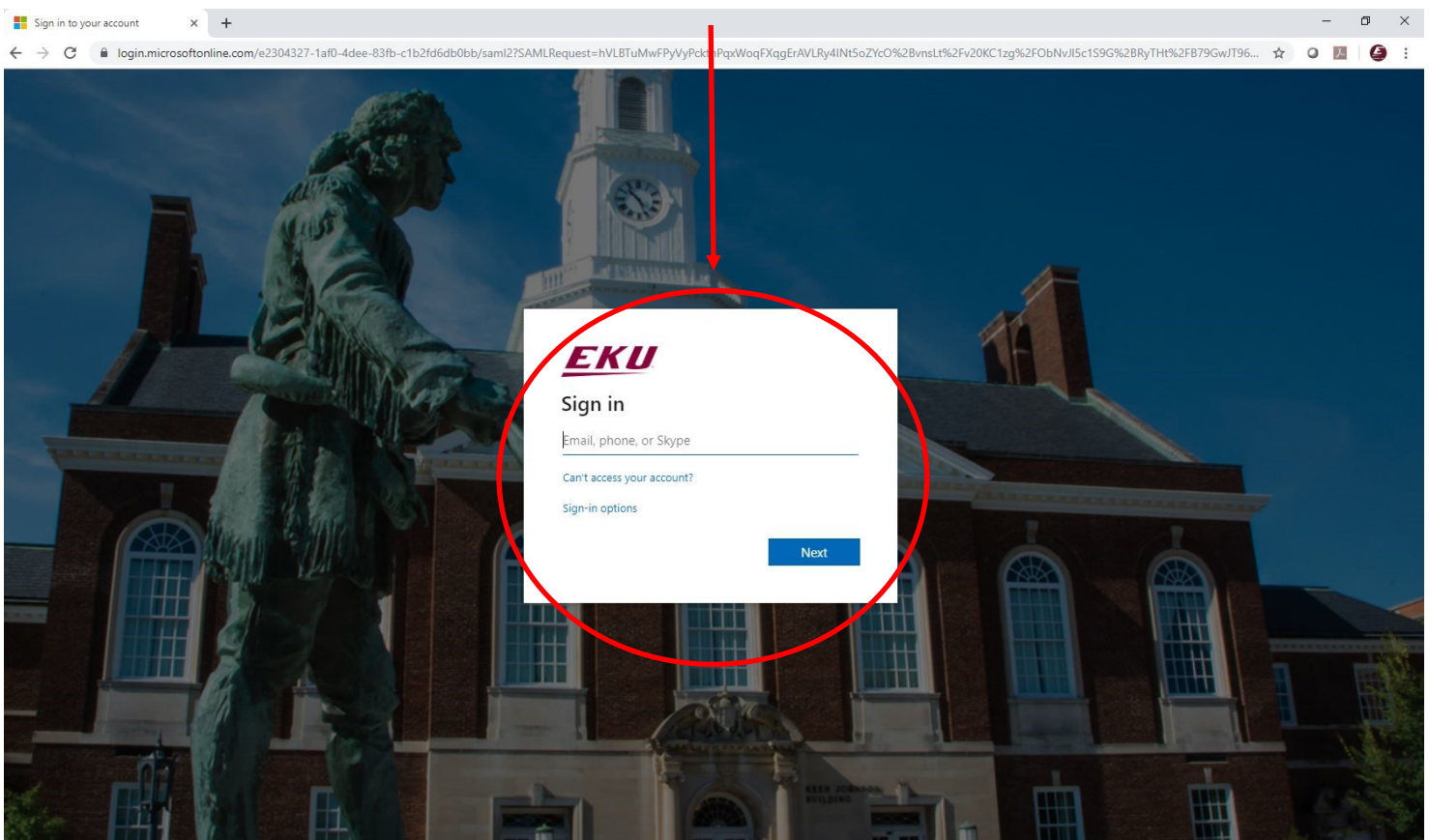
## STEP 1

Visit [eku.campuslabs.com/engage/](http://eku.campuslabs.com/engage/), and click “Sign In” in the upper right corner (as seen below).



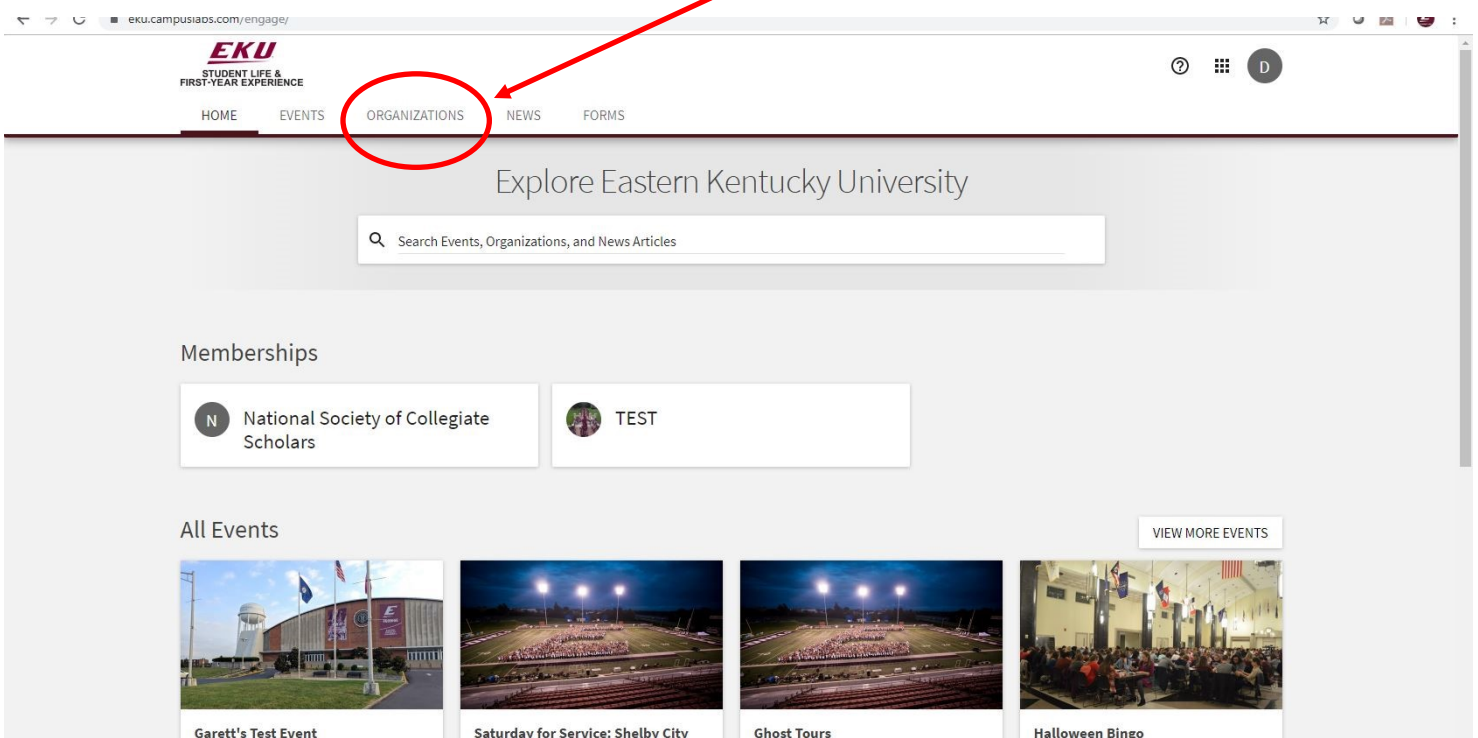
## STEP 2

Enter your EKU Email credentials to log into the system.



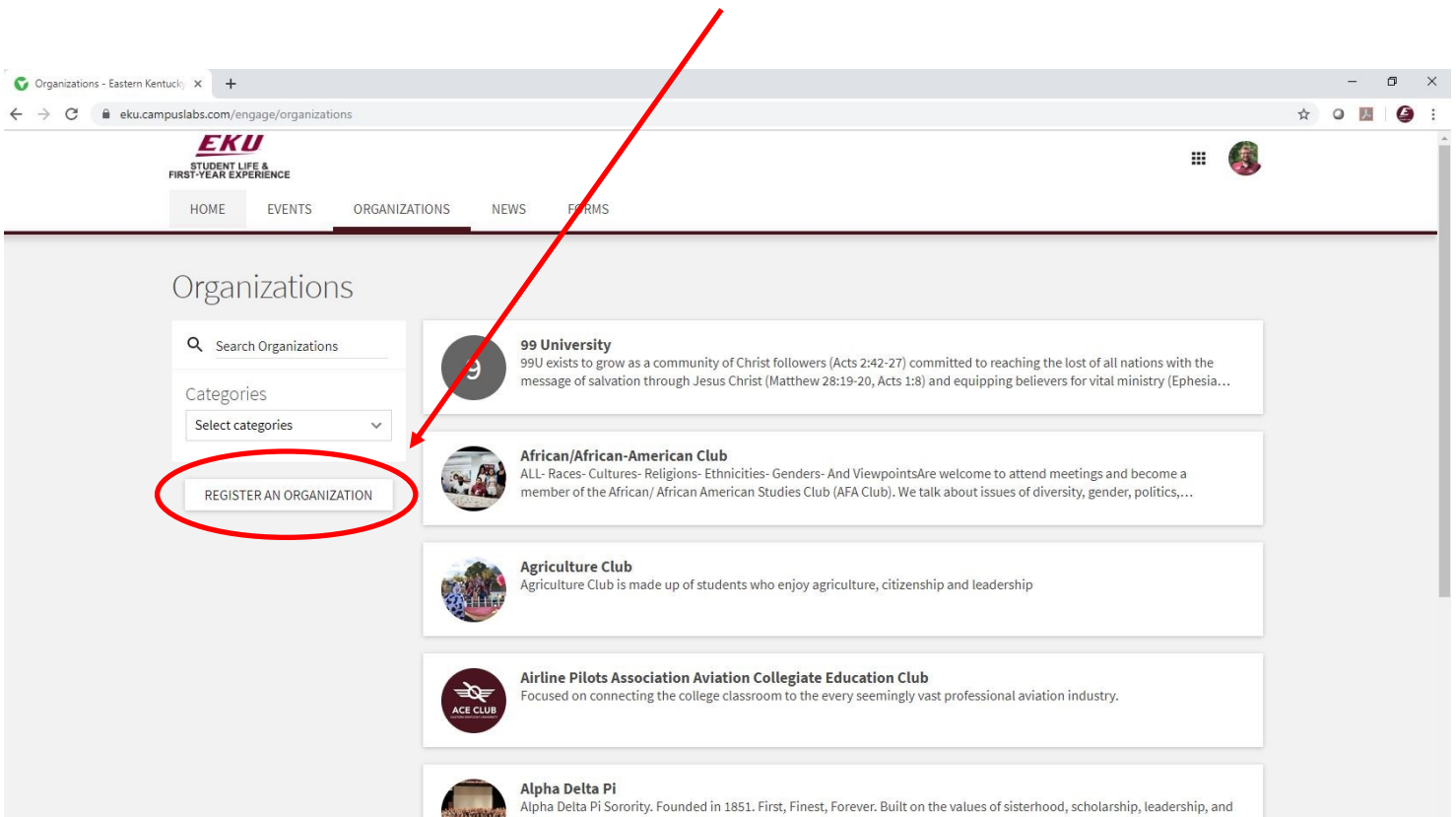
### STEP 3

Locate the “Organizations” tab at the top of the site.



### STEP 4

Click “Register an Organization” on the left side of the screen.



## STEP 5

Scroll Down and select “Register a New Organization.”

Re-Register Existing

Find an organization to re-register

99 University Available	RE-REGISTER
African/African-American Club Not Available	
Agriculture Club Not Available	
Airline Pilots Association Aviation Collegiate Education Club Not Available	
Alpha Delta Pi Not Available	

NEXT >

Register New

REGISTER A NEW ORGANIZATION

## STEP 6

Complete the registration form in its entirety. Incomplete forms will be denied.

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HOME EVENTS ORGANIZATIONS NEWS FORMS

Form Fields Marked with an asterisk (\*) are required.

### Registered Student Organization Application - Step 1 of 6

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- Constitution/bylaws
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\* Organization Name.

(Please note that you may note use EKU or Eastern Kentucky University in your name without special permission. You may use “\_\_\_at EKU” if referring to the geographic location of your organization.)

## **STEP 7**

Check your email frequently for updates. An approval or denial email will be sent from the Engage system to the person who submitted the form. In the case of a denial, an explanation will be sent, and you will be able to make corrections to the existing form without having to completely resubmit.