

2025-2026 Club Registration Quick Reference Guide

General Links

[Club Registration Website](#)

Students can find comprehensive information and resources to complete their student organizations' annual required registration process.

[Updating Club Roster in OwlNest](#)

Learn how to manage members of your organization via OwlNest! From creating new roles/positions to assign access to your organization page.

[OwlNest](#)

Manage your club's activities, events, and membership, and register your organization.

[Club Registration Status Sheet](#)

Check the status of your club's registration progress and ensure all requirements have been met.

[Club Consultation Request](#)

Request a meeting with a Student Activities advisor to discuss and receive guidance on managing and improving your student organization, including registration, event planning, and leadership development. This personalized support helps clubs navigate university policies, optimize operations, and achieve goals effectively.

Canvas Trainings

[Student Organization Leader Orientation](#)

This is the annual training the primary student leader must complete to equip them with the knowledge and resources to lead their organization effectively.

[2025-2026 Club Finance Training](#)

This training is required annually for clubs with financial accounts under Student Activities (excluding Club Sports or DEI) and those applying for SAPP funding. Each club planning to check out a P-Card with Student Activities must designate only two purchasers, who will be the only ones eligible to check out a P-Card and must complete this training.

Constitutions

[Constitution Checklist](#)

Checklist to ensure your club's constitution meets all required elements and standards.

[Sample Graduate Constitution](#)

[Sample Undergraduate Constitution](#)

For Club Advisors

[Club Advisor Agreement](#)

This form must be completed annually by the club advisor, and students cannot submit this form on behalf of their club advisor.

Listserves & Communications

Subscribe or Unsubscribe to a specific listserv. If you encounter an error message, please clear your browser cookies and cache, then try reaccessing the link or using a different web browser.

[Club Presidents Listserv](#)

[Club Treasurers Listserv](#)

[Club Advisors Listserv](#)