



WOMEN'S RESOURCES CENTER

Office of Inclusion and Intercultural Relations
Student Affairs • University of Illinois at Urbana-Champaign

REGISTERED STUDENT ORGANIZATION AFFILIATION AGREEMENT

The partnership between the Women's Resources Center and affiliated Registered Student Organizations (RSOs) consists of certain conditions, opportunities, and expectations. Below is a list of these opportunities and expectations. RSO affiliation is granted for one academic year. If your RSO would like to affiliate with the WRC, please review this agreement and have the executive board of your organization return it to Sarah Colomé, director of the Women's Resources Center. The WRC reserves the right to limit or relinquish the benefits of an affiliate organization at any time.

OPPORTUNITIES (WHAT YOU CAN EXPECT OF US):

- **Advising support** from the WRC professional staff can include but is not limited to:
 - Guidance filling out applications for funding for events (SORF, SCPF, etc.). The WRC staff will not complete applications for you, but we can help you navigate those systems with advance notice.
 - Assistance in planning events.
 - WRC staff attending your meetings to give updates/information about the WRC events (by request, when available).
- **Opportunities to co-sponsor events with the WRC.** RSOs may suggest collaborative program or event for the WRC to co-host, or you may co-sponsor one of our planned programs.
- **Visibility on the WRC website as an affiliated RSO.** Please provide the WRC staff with an updated description of your organization and contact information.
- **Publicity** in the WRC newsletter. Please submit notifications of events to Joan Wingo (wing@illinois.edu) by the Wednesday prior to your event. We can also share posts and events on our social media, such as Twitter and Facebook.
- **Space for Events.** Affiliate RSOs can reserve the WRC for weekly meetings or for events. For recurring meetings, you must request space at the beginning of the semester. We can also assist in reserving other spaces on campus.
- **Archiving.** The WRC can hold onto digital and hard copies of documents that would help conserve RSO history. These documents can be shared upon request.

EXPECTATIONS (WHAT WE EXPECT OF YOU):

- **Complete Meeting Counts.** The WRC attempts to keep track of the number of students we serve. When holding events at the WRC or in collaboration with the WRC (including weekly meetings) please pass around a sign in sheet and submit it to the person at the front desk before leaving. The sign in sheet can be found in the 'RSO Blank Form' folder at the front desk.
- **Treat the WRC and its staff with respect.** Clean up after your meetings and events. Complete clean-up sheet prior to leaving. The sign in sheet can be found in the 'RSO Blank Form' folder at the front desk.
- **WRC RSO Coordinating Council.** Have a representative from your organization present at each WRC RSO CC meeting.
- **Publicity.** Include the WRC on any publicity for events that we co-sponsor. Include a link to the WRC website on your website (if you have one). Publicize WRC programs on your email listservs, on your social media and at your meetings.
- **Be respectful of the WRC staff time.** If you want assistance with tasks please ask with ample time to assist.



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AFFILIATE APPLICATION 2018-2019

✦ ORGANIZATION NAME: _____ ✦ ACCT#: _____

✦ ORGANIZATION WEBSITE: _____

Would you like a link to your website to be included on the WRC website? Yes No

✦ MISSION OF THE ORGANIZATION:

✦ CONTACTS:

• PRESIDENT'S NAME: _____

EMAIL: _____ PHONE: _____

• OTHER PRIMARY CONTACT'S NAME: _____

POSITION: _____ EMAIL: _____ PHONE: _____

- ✦ PLEASE ATTACH:
1. a full list of officers including name, position, email and NetID.
 2. a tentative calendar of major events
 3. an updated copy of your organization's constitution and by-laws (if applicable)

*The officers of _____ agree to abide by the policies stated in the Women's Resources Center **Facility Use Policy** and Registered Student Organization Affiliation Agreement.*

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ WRC staff () ___ Approved ___ Denied By: () Date: _____