**OVERVIEW**

This information is what you will need to provide us with if you are trying to register your new or returning student group, Residence Association, Fraternity or Sorority, or Faculty Association. Remember that this list is not exhaustive and is meant to serve as a guide!

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**WHAT INFORMATION DO I NEED TO HAVE?**

- **Public contact information**
  - You'll need at least one email address or phone number that can be your group’s public contact listed on BearsDen

- **Contact information for group's President/Primary Contact**

- **Student group goals and mission statement**
  - *This only applies for new groups! Returning groups will have this entered already*

- **Membership numbers and details**
  - How many members your group has, and what their student status is.

- **Executive roster**
  - Names, ualberta email addresses, positions (according to your constitution), and student statuses for your entire executive committee.
    - *Your executive team must be 100% U of A students*

- **Budget**
  - Approximately how large is your yearly budget?

- **Bank account location and signing authorities**
  - If you don’t have a bank account, you’ll be asked to set one up with information you’ll submit during the process; you don't need to create one beforehand.
  - If your signing authorities don’t match your executive roster or other information you’ve submitted, SGS can provide you with a letter of support for transitioning those signing authorities.

- **Overview of group’s yearly operations**
  - What kinds of events and operations does your group plan to hold over the year?

- **Your choice of Constitution**
  - You can choose one of SGS’ constitutions or write your own using the checklist!

- **Completed Liability Form**
  - The Liability Agreement is the final document required for registration, and must be signed by your President and another executive. Send us a scanned copy via email or drop one off in person to our office.

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**WHAT ELSE CAN SGS ASK ME FOR?**

- Faculty contact or faculty advisor contact information
- Fraternity advisor contact information
- External affiliate information and an Affiliate Letter
- Insurance policy information (company, expiration date, a copy of the policy itself)