

## Student Organization Recognition Checklist: Spring 2020

### 1. GETTING STARTED

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- Identify the Executive Board** for Spring 2020. Each organization should create sufficient time to ensure recognition is completed in a timely manner. Create an organization timeline for recognition with your Executive Board and Advisor.

### 2. RECOGNITION REQUIREMENTS (EXECUTIVE ORDER 1068)

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All documents and trainings must be completed by one of the listed deadlines (see below). Recognized Student Organization benefits include requesting event reservations, an active Toro Link page for incoming students to view, and participation in campus events such as the Involvement Fair.

- Complete Toro Link Registration**  
Complete the registration on: [torolink.csudh.edu/engage/register](http://torolink.csudh.edu/engage/register)
- Constitution and Bylaws**  
The constitution outlines the purpose, structure, and limits of an organization. Bylaws describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently. Template Available on Office of Student Life Toro Link Page. This document will be uploaded through Toro Link Club Registration.
- Roster of 5 Student Members with ID numbers**  
Undergraduate President and Treasurer must have semester and cumulative 2.3 GPA and must be enrolled in 6.0 units. For graduate students, the President and Treasurer must have a semester and cumulative 3.0 GPA, and be enrolled in 3.0 units. GPA and enrollment will be verified by Office of Student Life.
- Recognized Student Organization Agreement Form**  
This document outlines the responsibilities of the President, Treasurer and Advisor. All three will need to sign this document.
- Advisor's Supervisor Authorization Form**  
Each advisor must have their respective supervisor approve their voluntary role as a faculty or staff student organization advisor. Additionally, advisors will need to confirm that they are not auxiliary employees.
- Facilities Authorization Form**  
This form authorizes two members of the organization to reserve campus facilities. The student president and advisor must also approve this authorization.
- Foundation New Account Application or Updated Signature Form**  
All student organizations are required to use on campus banking through Foundation. If the student organization is new, they will need to complete a New Account Application Form. For existing organizations, an Updated Signature Form will need to be completed to authorize new signers for the account.
- Advisor Orientation**  
This required training provides an overview of responsibilities, roles, and deadlines. The training provides the resources, protocols, recommendations, and policies as advisors. Advisors must attend one of the following orientations offered below:
  - Friday, November 15<sup>th</sup>                      9:00 am – 10:30 am                      Zoom (online)
  - Monday, November 18<sup>th</sup>                      8:00 am – 9:30 am                      Zoom (online)
  - Thursday, January 16<sup>th</sup>                      9:00 am – 10:30 am                      Zoom (online)
  - Friday, January 31<sup>st</sup>                      10:00 am – 11:30 am                      Zoom (online)
  - Thursday, February 13<sup>th</sup>                      8:00 am – 9:30 am                      Zoom (online)

□ **President and Treasurer Orientation**

This required training provides an overview of roles, responsibilities, deadlines, funding opportunities, student organization resources, cash handling, and event planning procedures. Both the president and the treasurer must attend one of the following orientations offered below:

- Thursday, November 21<sup>st</sup>      1:00 pm – 5:00 pm      Ballroom A
- Monday, January 13<sup>th</sup>      1:00 pm – 5:00 pm      LSU 324 & 325
- Friday, January 24<sup>th</sup>      9:00 am – 1:00 pm      LSU 324 & 325
- Monday, February 10<sup>th</sup>      2:00 pm – 6:00 pm      LSU 326 & 327

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### 3. SUPPORT AND RESOURCES

□ **Steps to a Successful Student Organization Recognition Workshop**

These online workshops will provide an overview and tips for student organization transition and recognition for the coming semester. These workshops aim to provide additional support and are *optional*.

- Wednesday, November 13<sup>th</sup>    12:00 pm - 1:00 pm    Zoom (online)
- Register: <https://csudh.zoom.us/meeting/register/d8cf20c5acb8b55166858a512be5123a>
  
- Thursday, January 23<sup>rd</sup>    5:00 pm – 6:00 pm      Zoom(online)
- Register: <https://csudh.zoom.us/meeting/register/bf92fdf8a4bfa4078c34be5db4a05ad8>

□ **Student Organization Recognition Drop-In Hours (Loker Student Union 121)**

Receive a personalized 25-minute session from an OSL staff to help you through the student organization recognition process and paperwork. You can drop-in the OSL Office or schedule a specific time by calling (310) 243-2081. These sessions aim to provide additional support and are *optional*.

- Thursday, November 7<sup>th</sup>      1:00 pm – 6:00 pm
- Friday, November 8<sup>th</sup>      12:00 pm – 4:00 pm
- Monday, December 2<sup>nd</sup>      2:00 pm – 5:00 pm
- Tuesday, December 3<sup>rd</sup>      11:00 am – 3:00 pm

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### 4. IMPORTANT DATES & ROLLING DEADLINES

□ **Student Organization Recognition Deadlines**

Club will be recognized for Spring 2020 eligible to submit event reservations, access clubs resources and apply for ASI funds.

- Deadline Friday, November 22<sup>nd</sup>
- Deadline Friday, December 20<sup>th</sup>
- Deadline Friday, January 31<sup>st</sup>
- Deadline Friday, February 14<sup>th</sup>

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### WHAT HAPPENS NEXT?

Once all requirements have been met, student leaders will receive an email between 5-7 business days stating that recognition is complete. Some items that will be verified by the Office of Student Life are:

- Review of all paperwork (constitution, bylaws, Foundation account, agreement, facilities)
- Verification of GPA and enrollment for president and treasurer eligibility
- Verification of advisor eligibility from Human Resources