

STUDENT ORGANIZATION RECOGNITION CHECKLIST

Aligned to CSU Executive Order 1068 Requirements

Student Organization Recognition Process 2021



STEP 1: President & Treasurer must attend Orientation #1: Student Organization Recognition Process and Policies

During this interactive orientation, student leaders will get an overview of the recognition process, including specific instructions on how to successfully complete every step in a timely manner. Officer eligibility requirements and responsibilities will also be reviewed during this session.

Monday, November 23 rd	10:00 am -11:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZMrcuyqjovH9GB8oG1IONWLxhvdaH1DSra
Friday, January 15 th	9:00 am - 10:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZModeCgrzsjGtJxMS5ptby7CMv-mU7E7krh
Tuesday, January 26 th	3:30 pm - 5:00 pm	RSVP: https://csudh.zoom.us/meeting/register/tZ0ufuihqDlqHdcG_jj-myoa7t-GLXfzvo7i

STEP 2: Complete Toro Link Registration

Toro Link is the official CSUDH online platform that houses more than 100+ CSUDH student organizations and campus departments. Every organization President must complete the online Toro Link registration by registering either a new organization or re-register an existing organization. Registrations can get started at: torolink.csudh.edu/engage/register

Please have the following information with you prior to registering:

- Updated or New Constitution and Bylaws**
The Constitution outlines the purpose, structure, and limits of an organization. The 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. If you are a returning organization with no amendments to existing Constitution and Bylaws, you will upload your existing document.
- Organization Roster with 5 members (President, Treasurer, Facilities Signer and two other members)**
Undergraduate President and Treasurer must have a 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. Facilities Signer must be must be a matriculated and currently enrolled student at CSUDH.

STEP 3: President, Treasurer and Facilities Signer must attend Orientation #2: Student Organization Management, Process and Policies

During this interactive orientation, student leaders will get an overview of Toro Link basics and capacities, including tips on updating their profile and ways to get the most of their online account. Additionally, virtual event ideas will be shared, along with policies related to event planning. Other items that will be reviewed are organization resources, including funding sources and best practices.

Wednesday, Nov 25 th	10:00 am - 11:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZ0qcOCqrj4iHtlAcaYloOljpbLpzXgVJSPZ
Friday, January 15 th	11:00 am - 12:30 pm	RSVP: https://csudh.zoom.us/meeting/register/tZkcuCtrj8oGtKA0b2TUCBoRxUc-UxXumUo
Thursday, January 28 th	3:30 pm - 5:00 pm	RSVP: https://csudh.zoom.us/meeting/register/tZMkcOGprDluGdOg0wdnVVbvmC25Rm0FQH2

STEP 4: Verify Advisor Orientation Attendance

This required training provides an overview of the Advisor role and responsibilities. Resources, protocols, recommendations, and policies as Advisors will also be reviewed. All Advisors must attend **one** of the following online orientations:

Friday, November 20 th	12:00 pm - 1:30 pm	RSVP: https://csudh.zoom.us/meeting/register/tZEscGspjktE9S_pFaSCr5U6YI_YA_kRurT
Tuesday, January 12 th	10:00 am - 11:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZwpc-ijrD0vGtFXXSqi7saKmQdc6VOM- wi
Friday, January 29 th	12:00 pm - 1:30 pm	RSVP: https://csudh.zoom.us/meeting/register/tZYpf-CgqjkuHddVH1fkFkeS-2X62HQIkTG1

STEP 5: Complete Recognition Forms

Forms 1-4 must be reviewed, completed, and digitally signed after attending Orientation #2 and advisor orientation. These forms highlight organization policies and procedures, and all serve an important role, as outlined below.

Required Signatures at a Glance

Position	Recognized Student Organization Agreement Form	Facilities Authorization Form	Foundation New Account Application or Updated Signature Form	Advisor's Supervisor Authorization Form
President	X	X	X	
Treasurer	X		X	
Facilities Signer	X	X		
Advisor	X	X	X	X

1. Recognized Student Organization Agreement Form

This document outlines the responsibilities of the President, Treasurer, Facilities Signer, and Advisor. All three members and Advisor will need to digitally sign this document.

2. Advisor's Supervisor Authorization Form

Each Advisor must have their respective supervisor approve their voluntary role as a faculty/staff student organization Advisor. Additionally, Advisors will need to confirm that they are not auxiliary employees. Advisors and their respective supervisor will need to digitally sign this document.

3. Facilities Authorization Form

This form authorizes the President and one additional member of the organization to reserve campus facilities. President, Facilities Signer and Advisor will need to digitally sign this document.

4. 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. President, Treasurer, and Advisor will need to digitally sign this document.

STUDENT ORGANIZATION RECOGNITION PROCESS DEADLINES

Student organizations who complete all 5 steps of the student organization process by our **Friday, February 5th** deadline can:

- Host virtual events and promote on Toro Link
- Be eligible for Associated Students Incorporated (ASI) funding
- Maintain an active Toro Link page for incoming and current students to view

NEXT STEPS

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:

- a. Review of all paperwork (Constitution, Bylaws, and recognition forms)
- b. Verification of GPA and enrollment for President and Treasurer eligibility, verify enrollment for Facilities Signer
- c. Verification of Advisor eligibility from Human Resources