

CSUDH | OFFICE OF STUDENT LIFE
STUDENT ORGANIZATION RECOGNITION CHECKLIST
 Aligned to CSU Executive Order 1068 Requirements

Student Organization Recognition Process 2020



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.

Friday, July 10 th	3:00pm - 4:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJYkd-Cupj4jGfTnLwbFyj9p7wxq9xvhdscO
Tuesday, July 14 th	9:00am -10:30am	RSVP: https://csudh.zoom.us/meeting/register/tJUdpde-gqzwrGNFdZqWtQmLj_RsHcSjbfmSb
Monday, July 27 th	4:30pm - 6:00pm	RSVP: https://csudh.zoom.us/meeting/register/tJcodeq-orDwjHdHavEENE9OPKN-AglahL4Ub
Wednesday, July 29 th	11:00am -12:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJlocuyu-pjwrGtK0rjD7q7rf5bab3giK1t7L
Thursday, August 27 th	5:00pm - 6:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJMpduy-yrT0tH9VM7NdligfKRjpDwpknluHT
Tuesday, September 22 nd	3:00pm - 4:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJAlceyq-rT4rH9I3s8uiFTIZ-CcyEKWe7_g

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.

Friday, July 17 th	3:00pm - 4:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJuceGprzMtEtUCEWTfAtAtnhLZQTBYBIAp
Tuesday, July 21 st	9:00am - 10:30am	RSVP: https://csudh.zoom.us/meeting/register/tJMvd-mvrzgjHdVvy8ANBjnJO5jvbWuarTuW3
Monday, July 29 th	4:30pm - 6:00pm	RSVP: https://csudh.zoom.us/meeting/register/tJUtc-urpj4qGtz4gwJhEKIMPHLk7XplHSUG
Wednesday, August 5 th	11:00am -12:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJMuf-uogjwsEtwpKhXuCcCVzu4laHyzMihE
Wednesday, September 2 nd	2:00pm - 1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJMkd-yvrjkjHdXOYBwFhDfYG9Hzt_AMCge
Friday, September 25 th	12:00pm - 1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJUrfuqppj8sGNCEAfIA1B14C7b41vI9IToG

STEP 4: Complete Recognition Forms

Forms 1-4 must be reviewed, completed, and digitally signed after attending Orientation #2. 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.

STEP 5: 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:

Wednesday, July 8 th	12:00pm - 1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJ0qf-ugqTlrEtfVbr16BCqnhOpL8JBJM_be
Thursday, July 16 th	8:30am - 10:00am	RSVP: https://csudh.zoom.us/meeting/register/tJEud-ytrDwsEtG6jF_P6e51cilORL-D--jp
Friday, July 31 st	9:00am - 10:30am	RSVP: https://csudh.zoom.us/meeting/register/tJEvcuCt_rkiHtCmNK1gn_uFCEBZ66B_8q62
Tuesday, August 11 th	5:00pm - 6:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJUqfuirrDgrHN2zcRkc5NTa7cBsWzZJGSP3
Friday, August 28 th	12:00pm - 1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tJMtd-GsqTliEtVuobyPaj1LPI1JYkUxxway
Tuesday, September 1 st	8:30am - 10:00am	RSVP: https://csudh.zoom.us/meeting/register/tJ0udOC_hqDljGNex_2amH0yKhUT94zq8rGNJ
Friday, October 2 nd	9:00am - 10:30am	RSVP: https://csudh.zoom.us/meeting/register/tJckf-ggqjltE9YGQ3oR20VTNb5SC5n3AvGA

STUDENT ORGANIZATION RECOGNITION PROCESS DEADLINES

Early Bird Summer Deadline: **Friday, July 24th**

Summer Deadline: **Friday, August 14th**

Fall Deadline: **Friday, September 11th**

Final Fall Deadline: **Friday, October 2nd**

Student organizations who complete all 5 steps of the student organization process by our upcoming **Friday, October 2nd** deadline can:

- Host virtual events and promote on Toro Link
- Be eligible for Associated Students Incorporated (ASI) funding
- Have access to room reservations for Spring 2021
- 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