

**OFFICE OF STUDENT LIFE
 CLUB AND ORG RECOGNITION PROCESS**

2021-2022



STEP 1: Review OSL Resource Guide and complete form on Toro Link

Who: President, Treasurer, and Facilities Signer (Event Scheduler)

What: Student leaders will get an opportunity to review university policies related to recognition and event planning at their own pace. Some policies covered are officer eligibility requirements, advisor role and responsibilities, event policies, and event submission processes. Student leaders must complete a questionnaire after reviewing the information. President, Treasurer, and Facilities Signers can get started by logging into their Toro Link account and clicking this link: <https://torolink.csudh.edu/submitter/form/start/486713>

Action Items:

- Review OSL Resource Guide: <https://torolink.csudh.edu/submitter/form/start/486713>
- Complete questionnaire upon reviewing all material



STEP 2: President must complete Toro Link registration

Who: President

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

Items to prepare before 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.
- **Identify a Facilities Signer (Event Scheduler)**
 A Facilities Signer is an event scheduler for the organization, and has the ability to submit events on behalf of the organization.

Action Item:

- Complete Toro Link Registration at <https://torolink.csudh.edu/engage/register>



STEP 3: Advisor Orientation Attendance

Who: Advisor

What: This required training provides an overview of the Advisor role and responsibilities. Resources, protocols, recommendations, and policies as Advisors will also be reviewed.

Action Item:

Advisor must RSVP and attend a session. All Advisors must attend **one** of the following online orientations:

Tuesday, July 13 th	12:00pm -1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tZIofofurqjsuHtKxXDF71tU5xM_jO_SfT1J6
Wednesday, July 21 st	9:00am - 10:30am	RSVP: https://csudh.zoom.us/meeting/register/tZMocqpqzIsGNITNe3Jnx8rC5iHogilyB5s
Monday, August 9 th	12:00pm - 1:30pm	RSVP: https://csudh.zoom.us/meeting/register/tZUIde6gpzwpHN24awjO_B3cvWBjGhb3s-6x
Friday, August 27 th	9:00 am – 10:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZ0kcOihrjooGNZJxHLKNPvHkrsyGcE5UDdq
Wednesday, September 1 st	9:00 am – 10:30 am	RSVP: https://csudh.zoom.us/meeting/register/tZAkcuyvqDgoGN0awaRTfoF6oUXrhCNYiEag



STEP 4: Receive Consultation and Complete forms

Who: President, Treasurer, and Facilities Signer

What: Student leaders will receive an email with a link to schedule a personalized session from an OSL full-time staff to walkthrough and complete the required forms. Students will also set organization goals, discuss annual events, and review club accounts and funding.

Action Item:

- Coordinate a 30 – 40-minute window with organization President, Treasurer, and Facilities Signer and respond to email listing availability.

SUPPORT AND RESOURCES

Club and Organization Recognition Information Sessions

Join the OSL staff to get a thorough walkthrough of the recognition steps. During these online sessions, OSL staff will provide an overview of the recognition process and policies, including steps to prepare. These sessions aim to provide additional support and are *optional*.

- Friday, July 16th 12:00 pm – 1:00 pm RSVP: <https://torolink.csudh.edu/event/7111168>
- Wednesday, August 4th 1:00 pm – 2:00 pm RSVP: <https://torolink.csudh.edu/event/7111169>
- Thursday, August 26th 5:00 pm – 6:00 pm RSVP: <https://torolink.csudh.edu/event/7111170>

STUDENT ORGANIZATION DATES AND DEADLINES

Save the Date:

- Wednesday, August 11th - Thursday, August 12th : LEAD Retreat (In-person Conference)
- Thursday, September 2nd : Welcome Week Involvement Fair (Hybrid)

Rolling Deadlines:

- Friday, August 27th - Be eligible to participate in the Involvement Fair
- Friday, September 10th