

**OFFICE OF STUDENT LIFE  
CLUB AND ORG RECOGNITION PROCESS  
2022-2023**



**Step 1:**

President, Treasurer and Facilities Signer must review policies and complete a form on Toro Link.



**Step 2:**

President, Treasurer and Facilities Signer must attend one in-person orientation.



**Step 3:**

Club Advisor must attend an advisor orientation, which will give an overview of the advisor role and responsibilities.



**Step 4:**

President, Treasurer, Facilities Signer, and Advisor will receive an email with the three forms to sign.

**STEP 1: President, Treasurer and Facilities Signer Complete Form on Toro Link**

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

**What:** Student leaders will begin by completing key organization information and will be prompted to review university policies related to student organizations. Some policies covered are officer eligibility, alcohol use and anti-hazing. President, Treasurer, and Facilities Signers can get started by logging into their Toro Link account and clicking the link below.

**Action Items:**

- Review and complete [Step 1: President, Treasurer, and Facilities Signer Form](#) on Toro Link

**STEP 2: President, Treasurer and Facilities Signer Orientation**

**Who:** President, Treasurer and Facilities Signer

**What:** This required orientation will cover event policies, funding opportunities and assist leaders in completing their toro link registration. Student leaders will also get an opportunity to network and interact with staff and peers. President, Treasurer and Facilities Signers must sign up and attend one of the following orientations:

- Tuesday, July 12 10:00am – 12:00pm
- Monday, July 18 10:00am – 12:00pm
- Wednesday, July 27 1:00pm – 3:00pm
- Wednesday, August 3 10:00am – 12:00pm, (Zoom)
- Tuesday, August 23 1:00am – 3:00pm
- Friday, Sept 16 1:00pm – 3:00pm
- Thursday, Sept 29 2:00pm – 4:00pm
- Thursday, Oct 20 2:00pm – 4:00pm

*\*\*\*Please note officer members from the same organizations can attend different sessions\*\*\**

**Items to prepare before Orientation:**

- **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 is available on [Toro Link](#) . If you are a returning organization with no amendments to existing Constitution and Bylaws, you will upload your existing document.

Please label file as CLUB NAME ACADEMIC YEAR CONSTITUTION AND BYLAWS

- **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. A Facilities Signer is an event scheduler for the organization, and has the ability to submit events on behalf of the organization. Facilities Signer must be a currently enrolled student at CSUDH.

**Action Item:**

- RSVP and attend one orientation: <https://torolink.csudh.edu/organization/studentlife/events>

### STEP 3: Advisors Attend Online Orientation or Watch a Pre-Recorded Orientation

**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. All Advisors must attend one of the following online orientations OR watch a pre-recorded session and complete a quiz.

Complete [Step 3A: Advisor Info Form](#) and select which training you would like to complete.

**Zoom Dates:**

- Monday, July 11            2:00pm
- Tuesday, August 9        10:00am
- Thursday, Sept 1         10:00am

**Action Item:**

- Advisor must complete [Step 3A: Advisor Info Form](#)
- Advisor must attend live orientation or watch Pre-Recorded Orientation and complete [Step 3B: Advisor Quiz](#)

## STEP 4: Review and Sign Electronic Adobe Forms

**Who:** President, Treasurer, Facilities Signer and Advisor

**What:** Once the organization completes steps 1-3, the President, Treasurer, Facilities Signer and Advisor will receive an email from Adobe with the recognition forms. The forms give an overview of campus policies and timelines.

### Action Items:

Review and sign three electronic Adobe Forms:

1. OSL Recognized Student Organization Agreement 2022
2. OSL Facilities Authorization Form 2022
3. OSL Advisor Supervisor Authorization Form 2022

## STUDENT ORGANIZATION DATES AND DEADLINES

### Rolling Deadlines and Eligibility:

- |                         |  |
|-------------------------|--|
| • Friday, August 5      | Eligible to participate in LEAD Retreat 2022         |
| • Thursday, September 1 | Eligible to participate in Involvement Fair Sept. 08 |

### Save the Dates:

- |  |                   |
|--|-------------------|
| • Monday, August 15 & Tuesday, August 16 | LEAD Retreat 2022 |
| • Thursday, September 8                  | Involvement Fair  |

## Toro Hour: Leadership Development Series

The Office of Student Life will facilitate several workshops throughout the semester to help student clubs and organization leaders to successfully manage their organization. Please note, one organization representative will be **REQUIRED** to attend a minimum of **one** training per month. RSVP on Toro Link <https://torolink.csudh.edu/organization/studentlife/events>

Date	Time	Location	Topic	Officer Recommendation
Tuesday, September 20	2:30pm – 3:30pm	LSU 326 & 327	Recruiting Organization Members	Presidents, Recruitment Chairs
Thursday, September 22	2:30pm – 3:30pm	Online	How to Submit Events for your Organizations	Presidents and Facilities Signers
Tuesday, October 11	2:30pm – 3:30pm	LSU 326 & 327	How to Run Effective Meetings	Presidents, Vice Presidents and Secretaries
Thursday, October 27	2:30pm – 3:30pm	Online	How to get the best use of your Constitution & Bylaws	Presidents, Vice Presidents and Historians
Thursday, November 8	2:30pm – 3:30pm	LSU 326 & 327	Get Funding for Your Organization	Presidents and Treasurers
Thursday, November 17	2:30pm – 3:30pm	Online	Resolving Conflict in Your Organization	All Leaders