

2023-2024 STUDENT ORGANIZATION RECOGNITION CHECKLIST

Aligned to CSU Executive Order 1068 Requirements



STEP 1: President completes Toro Link Registration

Who: President

What: Organization President must complete the online Toro Link registration by registering a new organization or re-register an existing organization. Registrations can get started at

<https://torolink.csudh.edu/register>

You will need the following information with you prior to registering:

1. Updated or New Constitution and Bylaws:

The Constitution outlines the purpose, structure, and limits of an organization. The Bylaws describe in detail the procedures the organization must follow in order to conduct business effectively and efficiently. Template is available on LEAD Toro Link Page. If you are a returning organization with no amendments to existing Constitution and Bylaws, you will upload your existing document with updated president signature.

2. Organization Roster with 5 members President, Treasurer, Facilities Signer plus two other members:

Undergraduate President and Treasurer must have a semester and cumulative 2.3 GPA and must be enrolled in 6.0 units.

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 a matriculated and currently enrolled student at CSUDH.

3. Student ID and Toro Mail for President, Treasurer, and Facilities Signer.

Action Item:

- ☐ Complete Toro Link Registration

STEP 2: President, Treasurer, and Facilities Signer Attend One 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 each leader must sign up and attend **one** of the following orientations:

Date	Time	Location
Thursday, June 1	10am-12:30pm	Ballroom A
Tuesday, June 06	10am-12:30pm	Ballroom A
Wednesday, June 14	12pm-2:30pm	Ballroom A
Monday, June 26	12pm-2:30pm	LSU 324-325
Thursday, July 06	10am-12pm	Zoom
Wednesday, July 26	10pm-12:30pm	Ballroom A
Wednesday, August 02	12pm-2:00pm	Zoom
Friday, September 15	10:00pm 12:30pm	Ballroom C
Tuesday, October 03	2:00pm- 4:30pm	LSU 326-327

Action Item:

- ☐ RSVP and attend one orientation on Toro Link

STEP 3: Advisors Complete Advisor Toro Link Form and Orientation

Who: Organization 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 opt in to watch a pre-recorded session and complete a quiz:

Tuesday, June 28	2:00pm-3:30pm	Zoom
Tuesday, July 25	10:00am-11:30am	Zoom
Thursday, August 10	10:00am-11:30am	Zoom

Action Item:

- ☐ Advisor must RSVP and attend a session.

STEP 4: Review and Sign Electronic Adobe Forms

Who: President, Treasurer, Facilities Signer, and Advisor

What: Once an organization completes steps 1-3, the President, Treasurer, Facilities Signer, and Advisor will receive Adobe Sign email with the recognition forms. The forms give an overview of campus policies and timelines. Four forms must be completed graph below identifies who signs each form.

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

Action Item:

- ☐ Review and sign electronic Adobe Forms

STUDENT ORGANIZATION DATES AND DEADLINES

Rolling Deadlines:

- **August 6** For LEAD Retreat and Involvement Fair
- **October 6** Recognition for Fall 2023-2024

Save the Dates:

- **August** LEAD Retreat (***Date to be confirmed in June***)
- **September 7** Involvement Fair