

Student Organization Recognition Process

~ Previously Recognized Organizations ~



Follow the 8 step process outlined below to recognize your student club/organization on campus. Regardless of whether a student group is newly chartered or is an existing group, all student organizations are expected to complete the recognition process each academic year. The online recognition process will begin on **January 10, 2012** through **February 24, 2012**. To access the recognition application visit <https://myweb.fullerton.edu/studentclubs>.

STEP	WHAT TO DO	HOW TO DO IT		
1	Visit the SORC Office	<ul style="list-style-type: none"> Visit the Student Organization Resources Center in the Titan Student Union 247 Submit a 2011-2012 President Change Form Attend a * <i>Student Organization Recognition Workshop</i> (optional) SORC will create a permit for the new president to begin the recognition application 		
2	Update Members	<ul style="list-style-type: none"> You will need five (5) students who are currently enrolled at Cal State Fullerton One student must be the <u>president</u> and one student must be the <u>treasurer</u> The three other students must be currently enrolled in at least one class (Non-Extended Education) Refer to the * <i>CSU Chancellor's EO 969/1006</i> for specific president and treasurer eligibility requirements 		
3	Update Advisor	<ul style="list-style-type: none"> Advisor must be a full-time or part-time Cal State Fullerton state employee A member of an auxiliary organization (Associated Students, Inc. and CSU Fullerton Auxiliary Services Corporation) cannot be the primary advisor It is optional to have a co-advisor 		
4	Update Constitution	<ul style="list-style-type: none"> Refer to * Format for Drafting a Constitution for information that must be included in your constitution. Update an electronic file of your organization's constitution 		
5	Determine Organizations' Primary Focus	<p>Categories:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Council/Board Cultural Departmental Greek Honor Society - Departmental Honor Society - General </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Political/Social Action Recreation Faith Service Special Interest Sports </td> </tr> </table>	<ul style="list-style-type: none"> Council/Board Cultural Departmental Greek Honor Society - Departmental Honor Society - General 	<ul style="list-style-type: none"> Political/Social Action Recreation Faith Service Special Interest Sports
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6	Prepare to Apply Online	<p>New President - Gather the following information:</p> <ul style="list-style-type: none"> Your portal Username and Password Organization name, acronym, description, category, and college (if departmental) The <u>campus</u> email addresses of the four principal members (ending in @csu.fullerton.edu) Meeting and office space information An updated electronic copy of the constitution and if nationally affiliated, the web link to your national by-laws The full name(s) of your advisor 		
7	Register Online	<ul style="list-style-type: none"> Go to the Student Organization Application for Recognition page: https://myweb.fullerton.edu/studentclubs Select Renewal of Prior Recognition Use your gathered information to complete the process Upload an electronic copy of the constitution Print confirmation page for your records The four (4) members listed will receive an email request to confirm their participation in the organization. Once they accept membership, the advisor(s) listed will receive an email request for final approval. * <i>Departmental, Greek and Sport organizations will require an additional approval step from their College Assistant Dean, Greek Life Coordinator, or Sports Inter Club Council Advisor</i> After all members and advisor(s) confirm, the application will be routed to the SORC 		
8	Recognition Status	<ul style="list-style-type: none"> The constitution will be reviewed and approved by the Student Life Coordinator The president will receive a Recognition Status Approved e-mail 		
Note	Attend Blueprints	<ul style="list-style-type: none"> In order for organizations to reserve space within the TSU or outside facilities, they must attend Blueprints training. Please see schedule of * <i>Blueprints Workshops</i> for dates and times. 		

* For more information please visit our Student Life website www.fullerton.edu/studentlife or contact the SORC office at (657) 278-7622.

Student Organization Recognition Process

~ New Organizations ~



Follow the 8 step process outlined below to establish a new student club/ organization on campus. Regardless of whether a student group is newly chartered or is an existing group, all student organizations are expected to complete the recognition process each academic year. The online recognition process will begin on **January 10, 2012** through **February 24, 2012**. To access the recognition application visit <https://myweb.fullerton.edu/studentclubs>.

STEP	WHAT TO DO	HOW TO DO IT		
1	Seek Advisement	<ul style="list-style-type: none"> Meet with the Student Life Coordinator to seek advisement on establishing a new organization. Attend a * <i>Student Organization Recognition Workshop</i> (optional) 		
2	Recruit Members	<ul style="list-style-type: none"> You will need five (5) students who are currently enrolled at Cal State Fullerton One student must be the <u>president</u> and one student must be the <u>treasurer</u> The three other students must be currently enrolled in at least one class (Non-Extended Education) Refer to the * <i>CSU Chancellor's EO 969/1006</i> for specific president and treasurer eligibility requirements 		
3	Find an Advisor	<ul style="list-style-type: none"> Advisor must be a full-time or part-time Cal State Fullerton state employee A member of an auxiliary organization (Associated Students, Inc. and CSU Fullerton Auxiliary Services Corporation) cannot be the primary advisor It is optional to have a co-advisor 		
4	Create a Constitution	<ul style="list-style-type: none"> Refer to * <i>Format for Drafting a Constitution</i> for information that must be included in your constitution. Create an electronic file of your organization's constitution 		
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