



How to Register Your Student Organization

California State University Stanislaus



Student Leadership
and Development
STANISLAUS STATE





REMINDER:

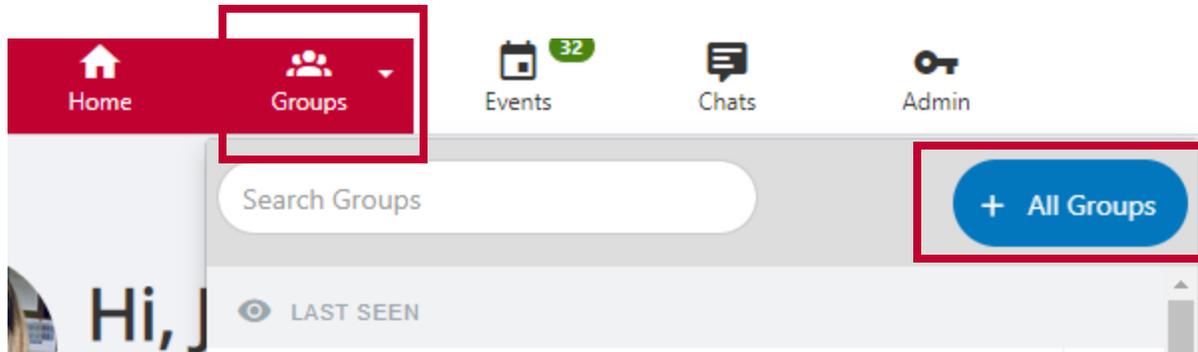
The President must initiate the registration process

California State University Stanislaus

The President will be the primary contact for the registration process and should also hold the position for the upcoming academic year.

NEW ORGANIZATION REGISTRATION

1 Log-in to warriorlife.csustan.edu



2

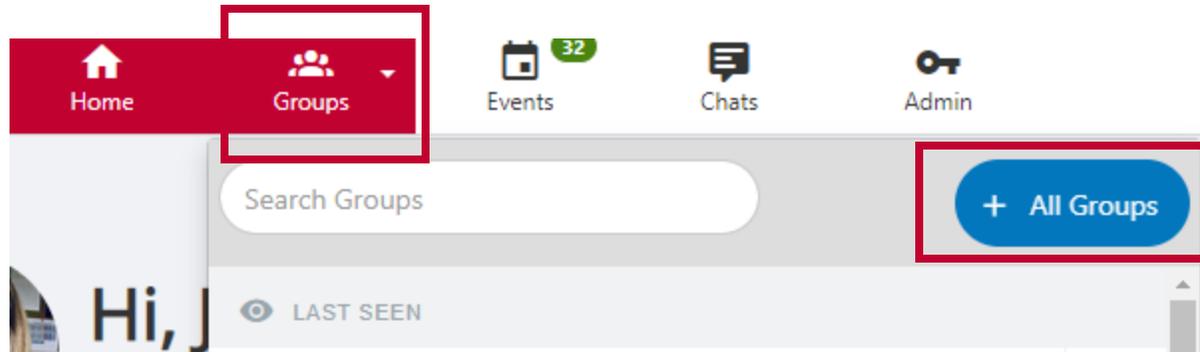
You may want to prepare a few things before you start your registration.

- Identify 5 members, 3 of them to serve as President, Treasurer and Student Event Coordinator. *(Note: The president of the organization should be the one to register the organization on WarriorLife.)*
- Organization description, mission and goals.
- Create or update the organizations constitution.
- Gather advisor contact information *(Note: Advisor must be a full/part time staff or faculty member).*
- Gather President, Treasurer and Student Event Coordinator contact information. *(Note: Must be an enrolled student at Stan State with a 2.0 cumulative gpa.)*

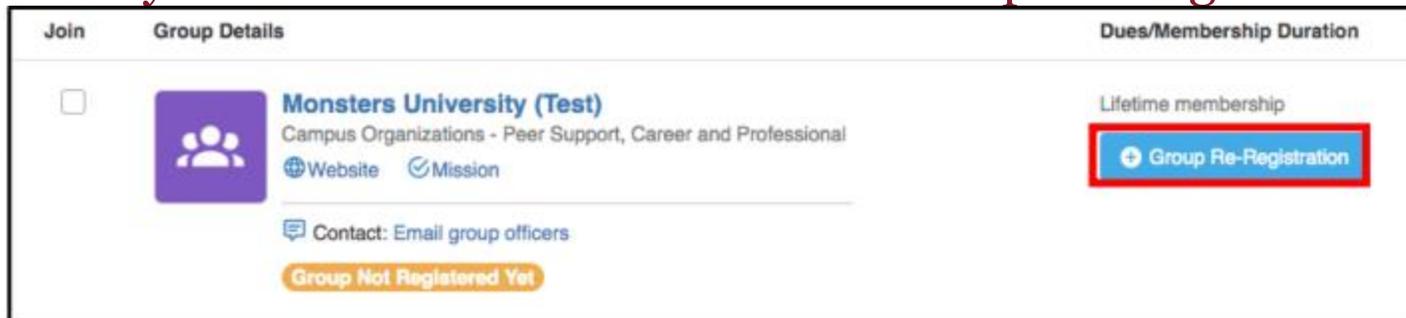
+ Register new Recognized Student Organization

ORGANIZATION RE-REGISTRATION

1 Log-in to warriorlife.csustan.edu



2 Search for your RSO's name and click on "Group Re-Registration"



Registration Form: Basics

 **Group Registration Details**

* Group name

* Group acronym

Should be the "**Mini Name**" of your group, letters and numbers only, **no space**, between 3-100 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example: "eaglemasters" in <https://warriorlife.csustan.edu/eaglemasters/>).

* Categories

- Academic
- Council
- Cultural
- Department
- Fraternity/Sorority

* Logo

* Membership benefits

Mission

Form Fields Include:

- Organization Name
- Group Categories
- Mission: This is your organization's description.
- Upload: Constitution
- Add 2 Members
- Add 3 Officers
 - President
 - Treasurer
 - Student Event Coordinator

This is where you begin to complete your registration form.

Registration Form: Officers

OFFICERS

* President	<input type="text" value="Titus Warrior"/>
* Treasurer	<input type="text" value="Start typing and wait for suggestions..."/>
* Student Event Coordinator	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 4	<input type="text" value="- Select -"/>
Select Officer 4	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 5	<input type="text" value="- Select -"/>
Select Officer 5	<input type="text" value="Start typing and wait for suggestions..."/>

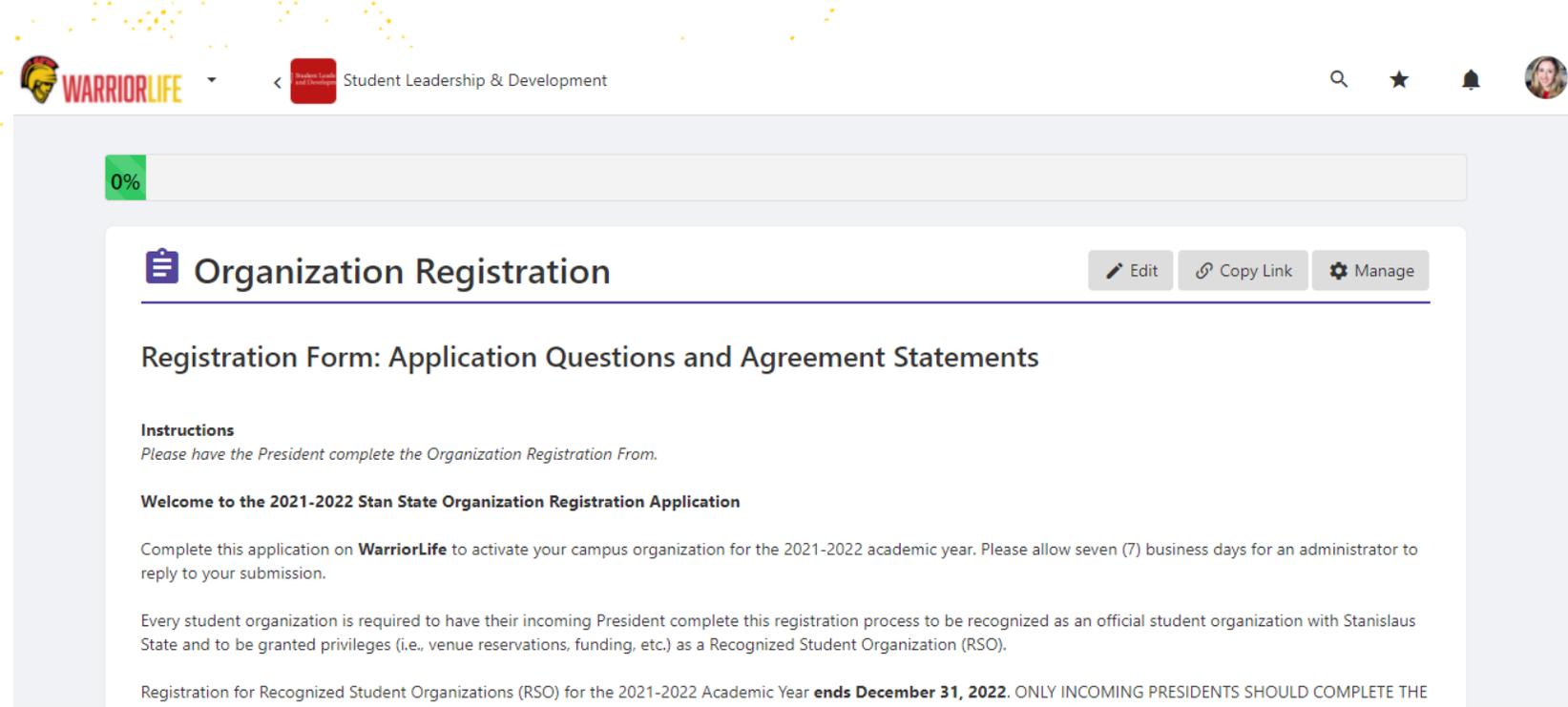
For NEW groups:

- Start to type the name of the officer in the field and the student's name should appear.

For Re-Registered Groups:

- Names of the previous year's signers will appear
- Click on the existing name and hit "backspace" on your keyboard to delete this past officer.
- Then search for new officer's name.

Registration Form: Details



The screenshot shows the top navigation bar with the WarriorLife logo, a breadcrumb trail for "Student Leadership & Development", and user profile icons. Below the navigation is a progress bar showing 0% completion. The main content area is titled "Organization Registration" and includes sub-headers for "Registration Form: Application Questions and Agreement Statements", "Instructions", and "Welcome to the 2021-2022 Stan State Organization Registration Application". The instructions section contains text about completing the application on the WarriorLife platform and a deadline of December 31, 2022.

0%

Organization Registration

Edit Copy Link Manage

Registration Form: Application Questions and Agreement Statements

Instructions
Please have the President complete the Organization Registration Form.

Welcome to the 2021-2022 Stan State Organization Registration Application

Complete this application on **WarriorLife** to activate your campus organization for the 2021-2022 academic year. Please allow seven (7) business days for an administrator to reply to your submission.

Every student organization is required to have their incoming President complete this registration process to be recognized as an official student organization with Stanislaus State and to be granted privileges (i.e., venue reservations, funding, etc.) as a Recognized Student Organization (RSO).

Registration for Recognized Student Organizations (RSO) for the 2021-2022 Academic Year **ends December 31, 2022**. ONLY INCOMING PRESIDENTS SHOULD COMPLETE THE

Form Fields Include:

- Organization Name
- Group Categories
- Advisor Information
- Membership Requirements
- Special Event Information
- Interactions with Minors
- Organization Funding and Financial Agreement
- Affiliations
- Policies

This is where you begin to complete your registration form.

Registration Form: Advisors

Advisor Contact Information

Each officially Recognized Student Organization must have an current faculty or staff member as on-campus advisor.

The information below will be used to verify that the Advisor of this organization meets the minimum qualifications set forth by the CSU Chancellor for Club Advisors. These qualifications include the following:

- Advisors must be employed by the university and serve as a faculty member or professional staff member. (Note: Graduate Students may not serve as university advisors for recognized student organizations.)
- Advisors may NOT be a staff member from a campus auxiliary (ASI, Student Center, IT etc.)
- Advisors must participate in a required online training and orientation programs.

Advisor's First and Last Name *

Advisor's Stan State Email Address *

(must end in @csustan.edu)

Advisor College/Department *

Please select the best description of the relationship your organization has with your

The President primarily communicates with our Advisor.

Enter your Advisor's:

First & Last Name

Email Address

College/Department

Choose your Advisor's:

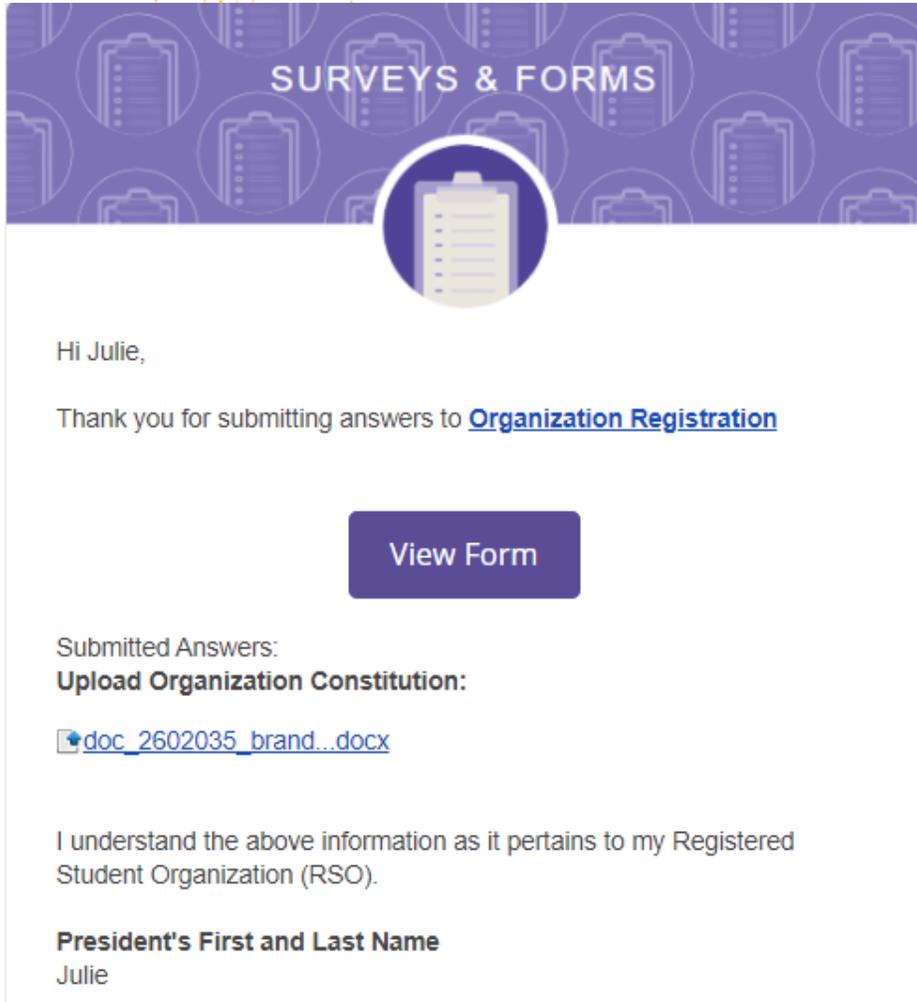
Advisor Involvement

Level of Support

Meeting Frequency

For more information about the Advisor role, please visit the [Student Organization Handbook](#), page 25.

CHECK YOUR EMAILS



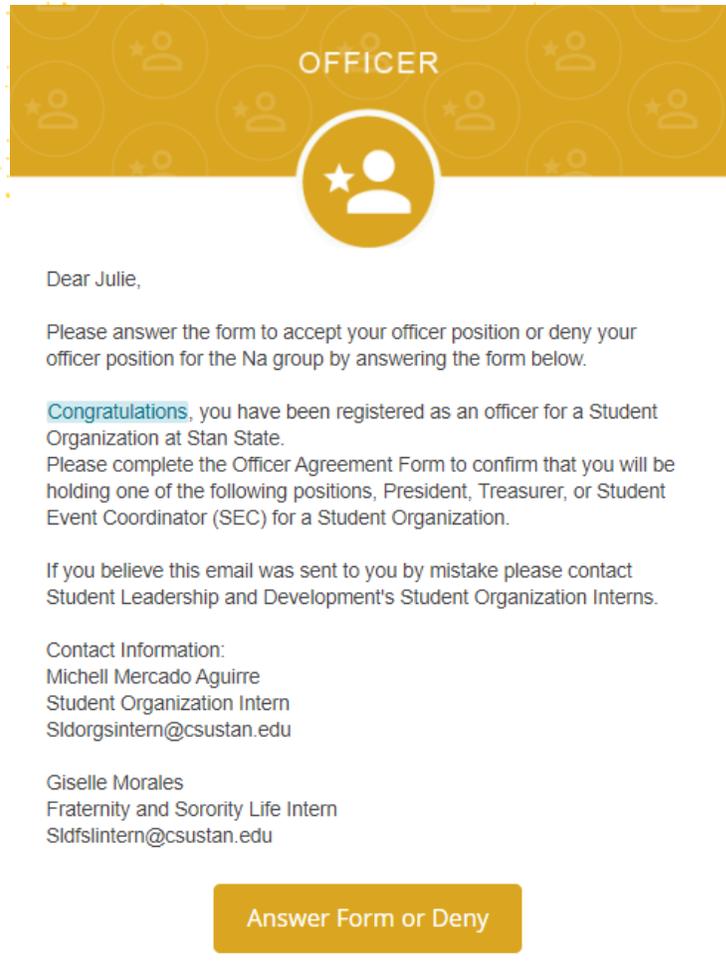
Registration Form Confirmation Email

This email confirms that SLD has received your registration form and it will be reviewed by our staff.

This email will only be sent to the person who initiated the registration process.

You may click on “View Form” to review your responses and edit if needed.

CHECK YOUR EMAILS



Accept or Deny your role as an officer

President, Treasurer and Student Event Coordinator listed in the registration form will receive this email.

To accept, officers must complete the Officer Agreement form that includes the six agreement/acknowledgment forms.

OFFICER AGREEMENT FORMS

0%

Officer Agreement Form

Edit

Copy Link

Manage

Officer Agreement Form

This form is assigned to Recognized Student Organization officers for the 2021-2022 academic year. This outlines the terms, policies, and expectations as an officer of your organization. All the following can be found in your [Student Organization Handbook](#).

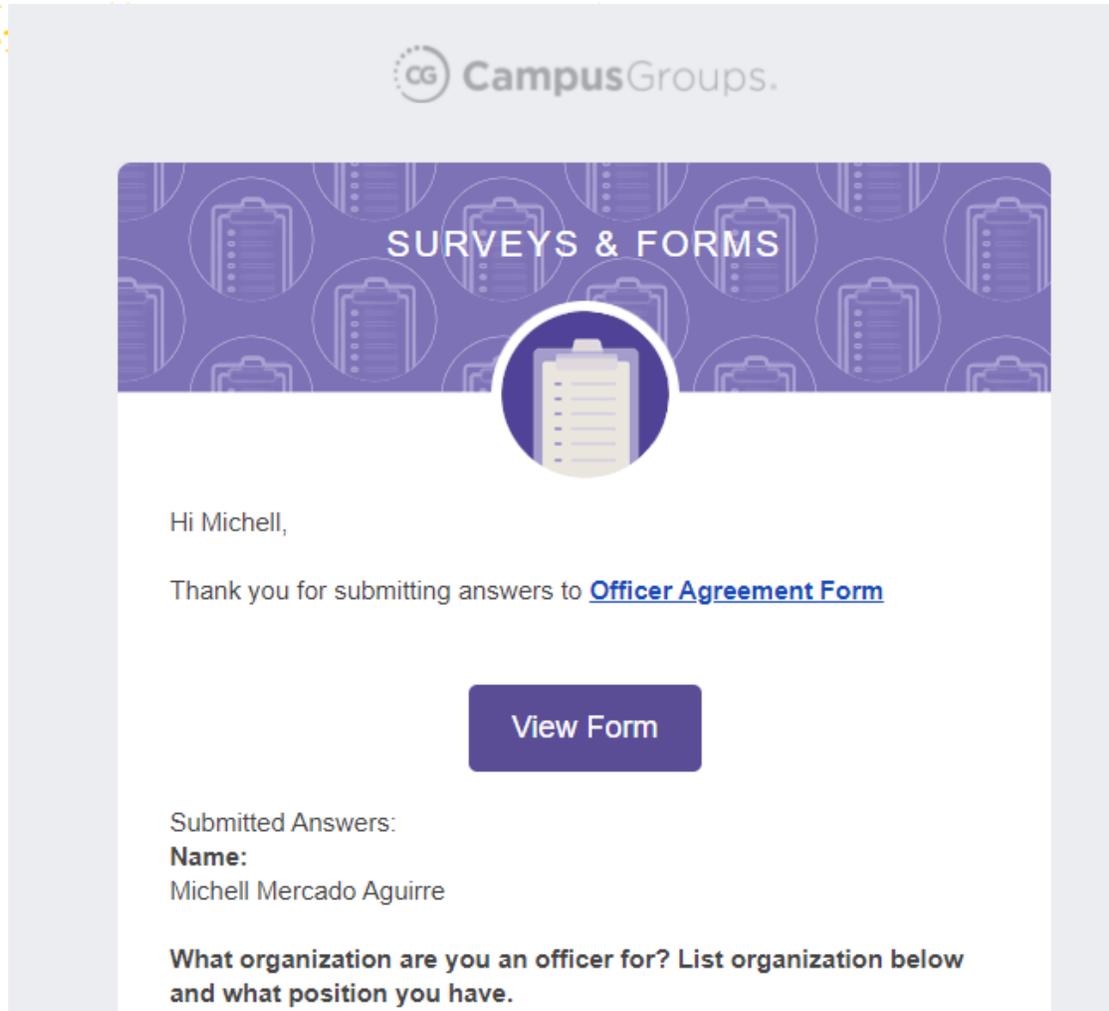
Student organizations must:

- Stay up to date and follow federal, state, local, and university guidelines related to gatherings and any other policies about student organizations and related activities.
- Not host in-person events or activities as per current local and state health officer orders and university guidelines until approved to do so.
- If made aware in their capacity as a student organization leader, report any known cases of COVID-19 to the appropriate campus designee and refer them to any appropriate resources.
- Review materials and information from the University and Student Leadership & Development (SLD) regarding updates related to COVID-19 and provided on the University COVID-19 website.

These guidelines and considerations are interim and based on the COVID-19 Industry Guidance for Higher Education Institutions. Student organizations that do not adhere to the above guidelines may be held accountable via the student organization conduct process, and/or individuals may be held accountable via the student conduct process through the Office of Student Conduct.

- Student Code of Conduct
- Non-Discrimination Policy
- Anti-Hazing Compliance Form
- Title IX & Clery Resource
- Release of Liability
- Funding Administration Agreement

CHECK YOUR EMAILS



Officer Agreement Form Confirmation

Includes next steps in the registration process:

Next Steps in Registration:

- Complete officer training modules via Canvas (*All Officers*)
- ASI Account Agreement (*Signatures from President, Treasurer and Advisor*)
- Log Into 25 Live (*Student Event Coordinator Only*)

OFFICER TRAINING VIDEO

President Training Video

Deadline: Dec 31, 2021

 Submit Quiz

Please watch the [President's Officer Training Video](#). Once you have watched the training video please take the President's Training Quiz. **You must get a 100% on the quiz to complete this training.**

Presidents Training Quiz

 Edit

 Copy Link

 Manage

Before starting this quiz, please make sure you have watched the [President Training Video](#). Once you have watched the video you may continue to take the quiz.

What benefits does a recognized student organization get? (Check all the following.) *

- Be able to apply to Student Organization Funding
- Be eligible for the student leadership awards
- Have a mailbox in the Student Leadership & Development office
- Have access to an on-campus bank account hosted through ASI
- Reserve space on campus for free for your events and meetings
- All of the above

Are the President, Treasurer, and Student Event Coordinator are required to complete the officer training? *

- True
- False

Complete Designated Officer Training

- Each officer will need to watch an officer training video for their position and complete a quiz.

RECOGNITION EMAIL



SURVEYS & FORMS



Hi Titus,

[Student Leadership & Development](#) approved your [Organization Registration](#).

[View Survey](#)

**Recognition
Email will be
sent to the
President since
they initiated
the registration
process.**

YOUR CHECKLIST

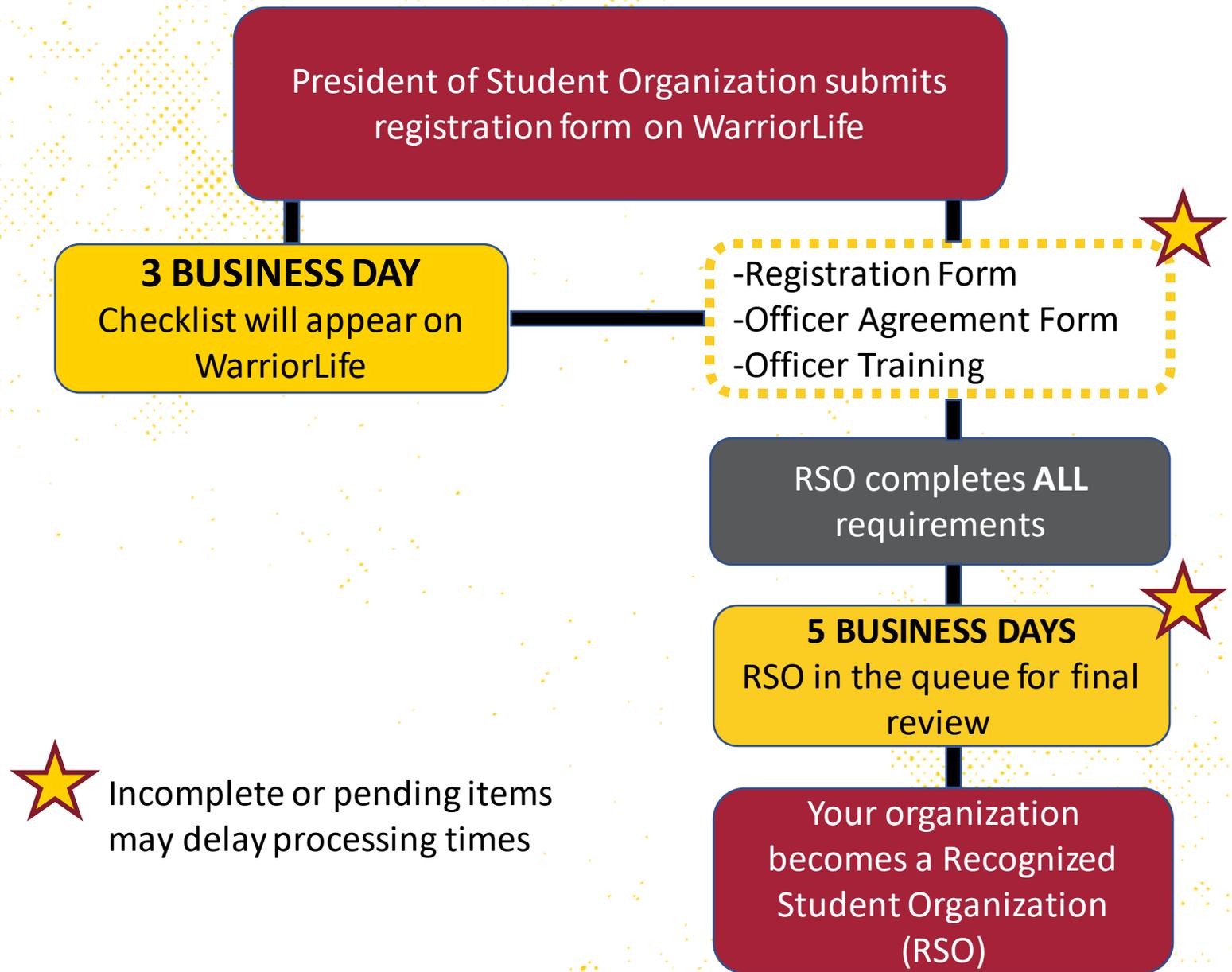
The screenshot shows the WarriorLife website interface. At the top, there is a navigation bar with icons for Home, Groups, Events (with a '45' notification), and Admin. The left sidebar contains a menu with options: Home, Feed, Directory, Surveys & Forms, Virtual Fairs, MY ACTIVITY (My Groups, My Events with a '1' notification, My Meetings), My Checklists with a '1' notification and a dropdown arrow, and a sub-menu for President Training with a '1' notification. Below this are My Involvement, My Surveys/Forms, My Workflows with a '1' notification, and More. The main content area displays a checklist item for 'President Officer Training' with a 'Manage' button and a green progress bar at 63%. The deadline is 'Aug 31, 2021'. Below the progress bar, there is a paragraph explaining that the training will be facilitated through Canvas and that users need to log onto their Canvas account to view their Dashboard and provide a screenshot. A second checklist item, 'President Canvas Course', is also shown with a checked checkbox, a deadline of 'Aug 31, 2021', and a paragraph explaining that completion requires a screenshot on Canvas. A note states that all officers are required to complete training and submit documents by Tuesday, August 31st. A final checklist item, 'ASI Account Agreement Form', is shown with an unchecked checkbox and a deadline of 'Aug 31, 2021'. A 'Completed/In-Progress items' section lists several items with checkmarks and dates, including image uploads and document uploads.

This is where you can check the status of your requirements.

Checklist(s) will appear 3 business days after registration form is submitted.

You can only view your own checklist and not your fellow officer.

Registration Processing Times



QUESTIONS?



EMAIL

Julie Anaya

*Student Organization and
Fraternity/Sorority Life Coordinator*
jdanaya@csustan.edu

Michell Mercado Aguirre
Student Organization Intern
Sldorgsintern@csustan.edu

Gisselle Morales

Fraternity/Sorority Life Intern
Sldfslintern@csustan.edu

Deanna Morales

Student Events Intern
Sldstudentorgs@csustan.edu



Student Leadership
and Development
STANISLAUS STATE



STAN

UP

