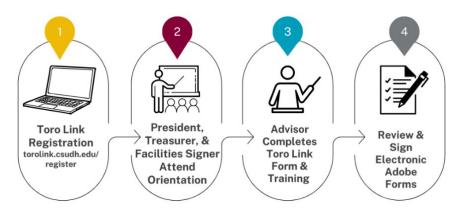


## 2024-2025 STUDENT ORGANIZATION RECOGNITION CHECKLIST

Aligned to CSU Executive Order 1068 Requirements



# STEP 1: President Completes Toro Link Registration

**Every 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 <u>https://torolink.csudh.edu/register</u>

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 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, Treasurer, and Facilities Signer must have a semester and cumulative 2.3 GPA and must be enrolled in 6.0 units.

Graduate students, the President, Treasurer, Facilities must have a semester and cumulative 3.0 GPA and be enrolled in 3.0 units.

## 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 Each 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 must sign up and attend <u>one</u> of the following orientations:

Date	Time	Location
Wed, May 29	2:00pm-4:00pm	LSU 324&325
Tues, June 04	10:00am-12:00pm	LSU 324&325
Wed, June 05	1:00pm-3:00pm	LSU 324 &325
Mon, July 08	10:00am-12:00pm	LSU 324&325
Tues, July 09	1:00pm-3:00pm	LSU 324&325
Wed, July 10	2:00pm-4:00pm	Zoom
Tues, July 30	4:00pm-6:00pm	Zoom
Thurs, August 01	10:00am-12:00pm	LSU 324&325
Fri, August 30	10:00am-12:00pm	LSU 320

#### Action Item:

□ RSVP and attend one orientation on Toro Link

## STEP 3: Advisors Complete Advisor Toro Link Form and Complete Orientation

#### Who: Organization Advisor

**What:** This required training provides an overview of the advisor role, responsibilities, campus policies. All Advisors must attend one of the following orientations.

Date	Time	Location	
Wed, July 31	10:00am-11:30am	<u>Zoom</u>	
Thurs, August 01 Tues, August 20	1:00-pm-2:30pm 10:00am-11:30am	Zoom I&I 2200	
Fri, September 13	11:00am -12:30pm	I&I 2200	

### Action Item:

- □ Complete Advisor info form on Toro Link
- Advisors must RSVP and attend an advisor orientation.
- □ Complete CSA training via myCSUDH



## **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 forms via Toro Mail. The forms give an overview of campus policies and timelines.

Position	Recognized Student Organization Agreement Form	Facilities Authorization Form	Foundation New Account Application or Updated Signature Form	Advisor's Supervisor Authorization Form
President	Х	Х	Х	
Treasurer	Х		х	
Facilities Signer	Х	Х		
Advisor	Х	Х	Х	Х

#### Action Item:

□ Review and sign electronic Adobe Forms

## **STUDENT ORGANIZATION DATES AND DEADLINES**

### **Rolling Deadlines:**

- August 09 For LEAD Retreat and Involvement Fair
- October 18 Recognition for Fall 2024-2025

### Save the Dates:

- August 15 &16 LEAD Retreat
- September 05 Involvement Fair