

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

<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 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 Must 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 **one** 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
Tues, August 27	4:30pm-6:30pm	ZOOM
Fri, August 30	10:00am-12:00pm	LSU 322
Fri, September 13	10:00am-Noon	LSU 326-327
Thurs, September 19	2:30pm-4:30pm	LSU 113

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 and responsibilities. Resources, protocols, recommendations, and policies as Advisors will also be reviewed. 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	1:00-pm-2:30pm	Zoom
Tues, August 20	10:00am-11:30am	I&I 2200
Tues, September 11	2:30pm-3:30pm	Zoom
Fri, September 13	11:00am -12:30pm	I&I 2200

Action Item:

- Complete Advisor info form on Toro Link
- Advisor 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	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 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