Registered Student Organization Process

Please read this and follow the instructions CAREFULLY. The club formation process does take time, so we ask for your patience. We are here to answer your questions and to help you through this process.

Step 1. Express interest in forming a new organization on campus and visit the Office of Student Life in the Lib Jackson Student Union.

Step 2. Complete the Statement of Intent to Organize/Register Form. This can be found online at [http://www.coastal.edu/osal/studentorgs.html](http://www.coastal.edu/osal/studentorgs.html) or in the Office of Student Life. After completion, return form to the Lib Jackson student Union Room 202 (Student Organization Resource Center).

Step 3. A Coastal Involvement Specialist will contact you. They will schedule a meeting to discuss your group and help guide you through the process.

Step 4. Obtain provisional status! Provisional status will allow you the time to make sure all necessary requirements are met prior to submitting your organization for registration. Requirements include:

- 7 active student members are interested in the organization. You will need their names and emails.
- 1 student to serve as the President and another separate student as the Treasurer.
- 1 Faculty or Staff member to serve as the advisor. **The advisor must complete the information found in the “Advisor Packet”**

Step 5. After meeting all requirements, you may submit your organizations official registration information on Coastal Connections: [https://coastal.collegiatelink.net/Organizations](https://coastal.collegiatelink.net/Organizations)

Step 6. Upon completion of official registration information, you will be contacted by a Leadership & Civic Engagement Fellow. A training will be scheduled for your executive board.

Step 7. Complete the 1 hour required training with a Leadership & Civic Engagement Fellow.

Step 8. Receive an official letter acknowledging your organization as a Registered Student Organization (RSO)!

Step 9. Receive your RSO Resource Bundle. A few specifics that this includes:
- A CCU specific organization email address.
- A copier code for your organization to use 1000 B&W copies and 250 color copies in the SORC.
- An official organization mailbox in the SORC.
- Access to coastal connections to reserve spaces, host events, fundraise, manage your organization.
Statement of Intent to Organize/Register

Proposed Name of Organization: ____________________________________________

Proposed Objectives/Purpose: ______________________________________________

Name of students completing this form: Please print

Student #1

Name (Print or type) ______________________________ Signature ______________________________

Phone ______________________________ Email ______________________________

Student #2

Name (Print or type) ______________________________ Signature ______________________________

Phone ______________________________ Email ______________________________

Read Carefully:

Provisional Status: This status allows the potential student organization to reserve meeting spaces, post flyers for recruitment purposes only, and hold meetings. The student organization is not, however, permitted to conduct fundraising activities or hold events until obtaining official registration as a club/organization with the CCU Student Government Association. Provisional status can be renewed until the club/organization is approved by the Executive Director of Student Life, if the club is making an effort to meet the necessary requirements. This provisional status is effective for 30 days from the date it is received in the Office of Student Life.

For Office use only:

Date received: ______________________________ Expiration Date: ______________________________

Staff: ______________________________ Provisional Status Approved ☐
Student Organization Yearly Agreement Form

1. We confirm our willingness to abide by all University regulations and policies (including the Student Organization Handbook), as well as Federal and State Laws.
2. We further confirm our willingness to abide by the University Alcohol Policy, as outlined in the Student Organization Handbook.
3. We further certify that the members of our student organization do not, as part of their initiation procedures or at any other time, engage in hazing. We understand that hazing is defined as dangerous and physical harm, any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any fellow student, that student’s consent notwithstanding. We confirm that we will abide by the University Hazing Policy, as outlined in the Student Organization Handbook.
4. We agree to notify the Office of Student Life immediately if and when the purpose of the organization changes and or when officers advisors change. Furthermore, we agree to be responsible for this organization until the newly elected officers sign a new agreement.
5. We acknowledge that all events, on or off campus (including meetings), must be cleared and registered with the Office of Student Life via the Event Registration Form prior to any preparations being made.
6. We acknowledge that the University determines all matters related to security and exercises control over access to all University buildings.
7. We acknowledge that all contracts, including those for performers, speakers, bands, and DJ’s must be reviewed by the appropriate office. Student organization officers, members, or advisors are not permitted to sign contracts.
8. In accordance with the University’s statement of value of equal opportunity, we acknowledge that our organization may not on the basis of race, color, sex, religion, national origin, age, mental or physical disability, exclude any persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its programs, activities, or meetings.
9. We acknowledge that the organization has the responsibility to make its activities as accessible as possible to all members of the University community. The organization agrees to not discriminate against any individual on the basis of handicap and to provide assistance to disabled students who wish to join the organization’s activities or attend its events.
10. It is recommended that all monies that are collected from any event or activity sponsored by the organization be deposited into the organization’s on campus account (Please see the Financial Technician.). The University holds the right to request financial statements from organizations at any point during the year. The organization (not the University) assumes all responsibility for timely payment of all bills and debts. The University reserved the right to place holds on student’s accounts until bills/debts are paid.
11. We will incur any costs for damages to University owned property or facilities, including clean-up costs when using for events, etc.

By signing this Student Organization Agreement form, I confirm that I have read and understood the above policies and procedures and the organization promises to uphold all procedures and policies as outlined.

________________________________________
Student President Name Printed  Signature  Date

________________________________________
Faculty/Staff Adviser Name Printed  Signature  Date