Starting a New Student Organization at Coastal Carolina University

1. Log onto Coastal Connections (https://coastal.collegiatelink.net/) using your CCU username and password and look at all the current student organizations. If you find one that has the same mission as the organization you are considering starting, we encourage you to contact that organization and get involved. If there is no organization similar to the one you want to start, you can continue on to the next steps.
Click on either of these buttons to see a full listing of active student organizations.

You can either manually scroll through all of the organizations, or use the search function to search by name, type of organization, mission of organization, etc.
2. If an organization with the same mission does not already exist, you can begin the process of starting a new Registered Student Organization (RSO). To begin this process, gather the following information.

- Name of the organization
- The mission/purpose of the organization
- Any social media accounts or outside websites (if applicable)
- Main contact person information
- Membership dues (if any)
- Name and email address of the advisor, president, treasurer, and 5 other general members.
- The organization’s interests (leadership, outdoor, gender based, entrepreneurial, etc.)
- A profile picture for the organization (if you have one)
- The category of the organization (fraternity and sorority, faith based, general interest, honor society etc.)
- Your organization’s constitution (sample constitution available at http://www.coastal.edu/osl/registeredstudentorganizations/)

It is better to have ALL of this information together before you try to register. It will make the process smoother for you and your fellow organization members.

Please note: Only the primary contact (usually an executive board member) can register an organization on Coastal Connections.

3. The following slides will further detail the Coastal Connections registration process. If you have any questions about any of these steps, please see the Student Organization Resource Center (SORC) in room A-202 of the Student Union.
Once you have gathered all of your materials, click “Next”.

Enter the group’s official name, an acronym or nickname (if applicable), and a brief description of the organization (note: this description will be public to everyone, so be as descriptive as possible).
For “Organization Website URL,” you are creating the organization’s Coastal Connections link. Choose one word or an acronym to describe the organization.

If your organization has an outside national website or any type of outside social media, enter it in this area (optional).

Enter the ORGANIZATION’S contact information, not your own.
If your organization has any member dues/fees, or outside costs associated with it, place it in this box.

In order to be a student organization, you must have a President, 1 Advisor, a Treasurer, and at least 5 other general. You must enter these individuals' names and their emails in this area.
All of your entries will populate here.

Select as many interests that represent your organization. These will help when someone is trying to search for types of organizations on Coastal Connections.
Select which category your organization fits best in. This will help others search for your organization, as well as determine how you get funding.

Upload your organization’s constitution and/or bylaws. You can find a sample constitution at www.coastal.edu/osl/registeredstudentorganizations/. Your constitution must be approved by the Office of Student Life before you will be accepted as a student organization.
4. Once you have completed the online registration process, you will need to complete the Advisor Confirmation and the Yearly Agreement. You can find these forms at http://www.coastal.edu/osl/registeredstudentorganizations/ (attached are samples). Once they are completed, you can return them to the Student Life Office, email them to cis@coastal.edu, or fax them to 843-349-2317.

5. After all forms are completed and are approved by Student Life, you will receive your RSO Resource bundle. This includes
   - A CCU specific email and log in
   - Access to your Coastal Connections Page
   - Access and instructions on operating 25Live, CCU’s room, tech, and facilities reservation system
   - Copier Code for your organization to use (1000 B&W Copies, 250 Color Copies)
   - Information about receiving a mailbox
   - Important dates to remember including Organization Kickoff, Clubs and Corn Dogs etc.
   - Information regarding fundraising and receiving funds.
   - Additional information regarding the administration of your organization

After you receive this packet, you are then free to operate as a recognized student organization. Remember to stop by the SORC for all of your student organization needs including copies, button making, meeting space, mailboxes, lockers, computer usage and more.
The Office of Student Life
Advisor Confirmation

_________________________________________________________________________  __________________________________________________________________________
Student Organization                                                   Advisor Name

Check One:
☐ I am an employee of Coastal Carolina University
☐ I am a non-CCU employee/volunteer

(If non-CCU employee/volunteer, please skip to question 2)

(Initial below)

_____ 1. As a CCU employee, I will undergo a background check if I have not already done so.
(please skip to question 5)

_____ 2. As a non-CCU employee/volunteer, I understand that my involvement in this organization is
subject for approval by the designated University representative.

_____ 3. As a non-CCU employee/volunteer, I understand that I am subject to a background check and
have completed the appropriate form.

_____ 4. As a non-CCU employee/volunteer, I have completed the following forms:
☐ Confidentiality Agreement for Non-employees and Volunteers
☐ Liability Release

_____ 5. I understand and will follow the advisor responsibilities as outlined in the Student Organization
Handbook.

_________________________________________________________________________  __________________________________________________________________________
Signature                                                          Date

_________________________________________________________________________  __________________________________________________________________________
Print Name                                                          Position/Office/Department (if applicable)

_________________________________________________________________________  __________________________________________________________________________
Email Address                                                        Cell Phone

_________________________________________________________________________  __________________________________________________________________________
Campus Address (if applicable)                                      Office phone
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 Advisor Name Printed

______________________________
Signature

______________________________
Date