



Registering a New Student Organization

Step-By-Step Guide

Thank you for your interest in starting a new student organization at SU and bringing a new, added flavor to our campus community!

By registering through SU's student organizations database platform, *Involved@SU*, your idea for a club will be transformed into an officially active SU student organization. Your incoming organization's leadership will also then be granted access to a variety of valuable tools and resources to help create events for your organization, manage your organization's membership, share information, and communicate efficiently between members.

First, please review the following requirements for all new SU student organizations and the next steps in the registration process:

Step 1: Organization Details

- i) The following items must be prepared to begin the registration process for all new student organizations:
 - (1) Name of the organization
 - (2) Brief description of the organization with an explanation of how it is different than other similar organizations on campus (if any)
 - (3) A drafted Constitution, which will be submitted for review alongside the Involved@SU registration form

Step 2: Membership

- i) All new student organizations are required to meet the following membership qualifications:
 - (1) At least ten (10) students interested in joining the organization

- (2) An Executive Board comprised of the following positions:
 - (a) President
 - (b) Financial Officer
 - (c) SGA Representative
 - (i) Can be any student member of the new organization (does not need to also be a member of the SGA)
 - (d) Full-Time Faculty/Staff Advisor
 - (i) Faculty or staff member of any department must have full-time employment at Salisbury University
 - (e) Other Executive Board Positions
 - (i) Any additional positions added to the student organization's Executive Board may be created at the discretion of the organization, though are not required for recognition
- (3) Must be all-inclusive and unrestrictive to all interested students

Step 3: Attending Forums

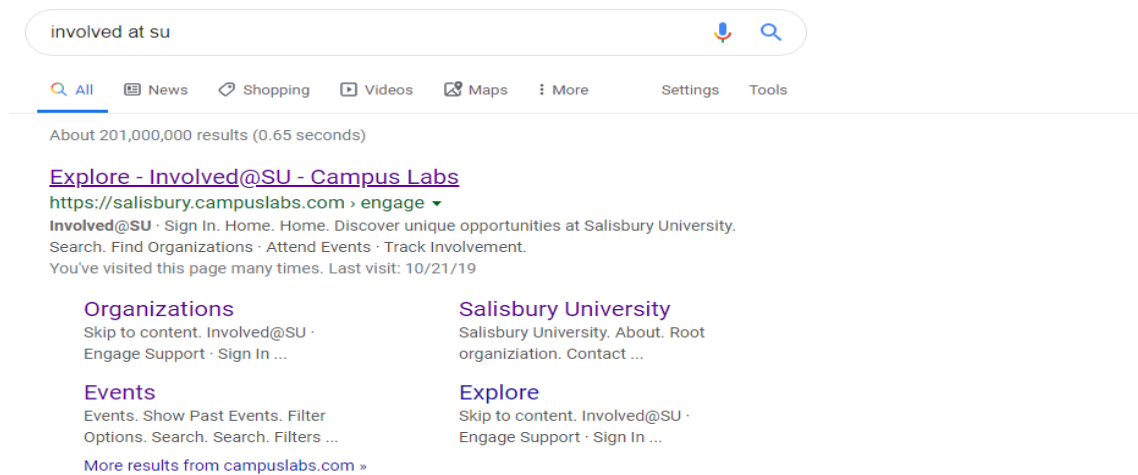
- i) The organization's SGA Representative must attend the monthly Forums hosted by the SGA
- ii) If the organization's designated SGA Representative is unable to attend a Forum, another member of the organization may substitute and attend to fulfill the requirement
- iii) Missing Forum(s) may result in disciplinary action against the organization, including an impact on its recognition status

Step 4: Register on Involved@SU

- i) Complete the registration application on the Involved@SU website through the steps below with the information identified in the '*Organization Details*' and '*Membership*' sections listed above, including a drafted Constitution for the new organization
- ii) Once the application is submitted, the SGA's Director of Student Organizations will convene with the Student Organizations Committee to review the application and provide either an approval or denial for registration
 - (1) If denied, the Director and Committee will provide feedback on how to fix any outstanding issues with your application

Step 4.1: Involved@SU Registration

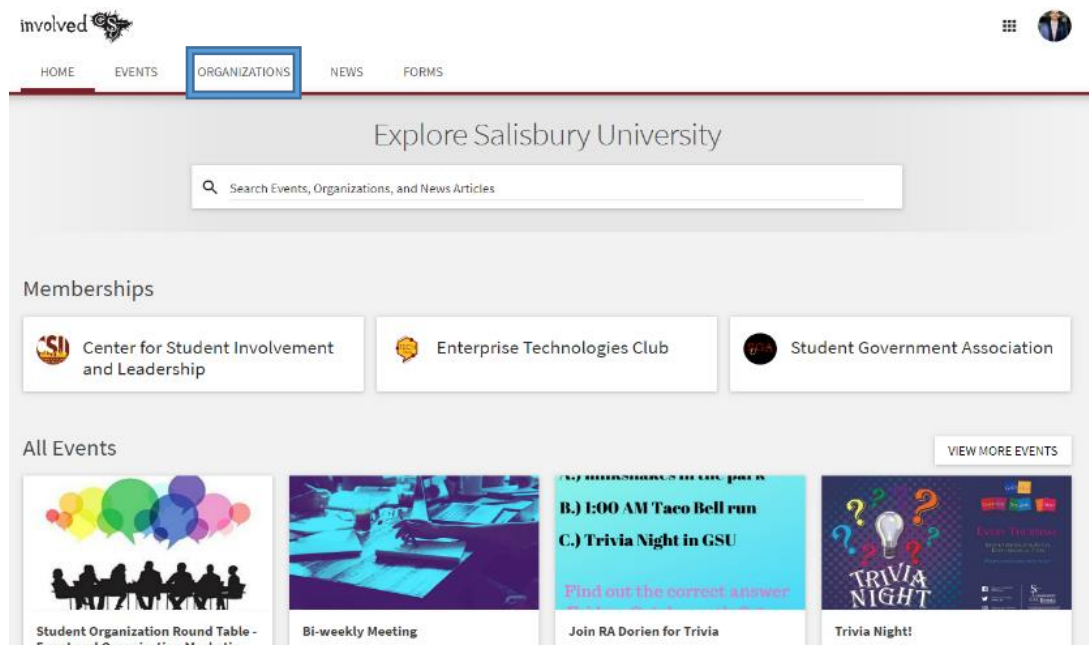
Search for 'Involved@SU' and sign in using your SU email and password



The screenshot shows a search engine results page for the query "involved at su". At the top, there is a search bar with the text "involved at su" and a microphone icon. Below the search bar, there are navigation links: "All", "News", "Shopping", "Videos", "Maps", "More", "Settings", and "Tools". The search results indicate "About 201,000,000 results (0.65 seconds)". The first result is titled "Explore - Involved@SU - Campus Labs" with the URL "https://salisbury.campuslabs.com/engage". Below this, there are four main sections: "Organizations" (Skip to content. Involved@SU · Engage Support · Sign In ...), "Salisbury University" (Salisbury University. About. Root organization. Contact ...), "Events" (Events. Show Past Events. Filter Options. Search. Search. Filters ...), and "Explore" (Skip to content. Involved@SU · Engage Support · Sign In ...). At the bottom of the first result, there is a link "More results from campuslabs.com »".

Step 4.2: Involved@SU Registration

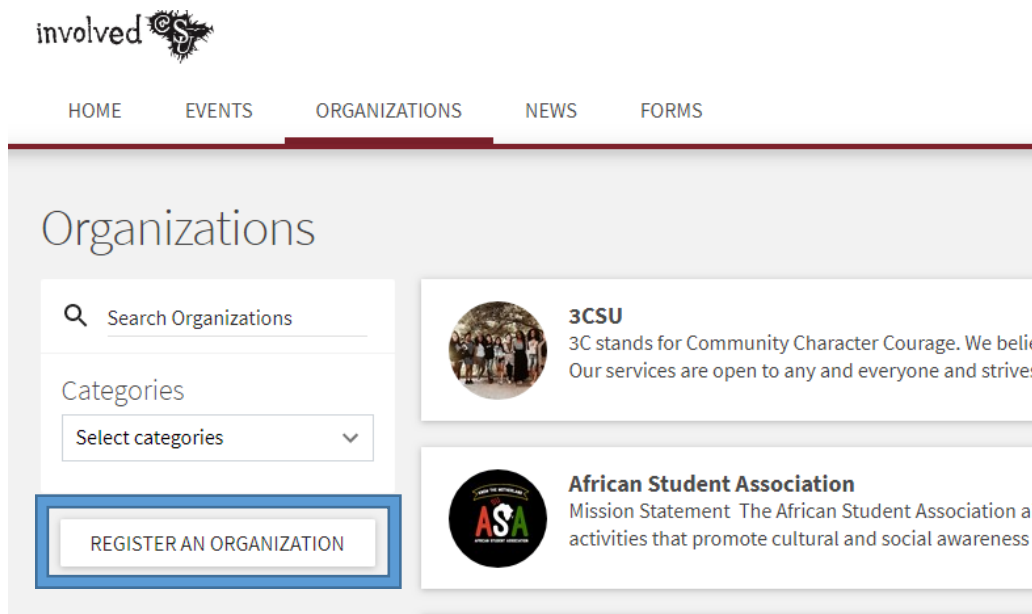
Navigate to the 'Organizations' tab at the top of the Involved@SU homepage



The screenshot shows the homepage of Involved@SU. At the top left, there is a logo for "involved@su" with a small graphic. To the right of the logo is a navigation menu with the following items: "HOME", "EVENTS", "ORGANIZATIONS" (which is highlighted with a blue box), "NEWS", and "FORMS". In the top right corner, there is a grid icon and a profile picture. Below the navigation menu, the main heading is "Explore Salisbury University". Underneath this heading is a search bar with the placeholder text "Search Events, Organizations, and News Articles". Below the search bar, there is a section titled "Memberships" which contains three cards: "Center for Student Involvement and Leadership" (with a logo), "Enterprise Technologies Club" (with a lightbulb icon), and "Student Government Association" (with a logo). Below the memberships section, there is a section titled "All Events" with a "VIEW MORE EVENTS" button. This section contains four event cards: "Student Organization Round Table - Event and Organization Marketing" (with a logo of colorful balloons), "Bi-weekly Meeting" (with a photo of people at a table), "B.) 1:00 AM Taco Bell run" and "C.) Trivia Night in GSU" (with a blue background and text "Find out the correct answer"), and "Trivia Night!" (with a logo featuring a lightbulb and question marks).

Step 4.3: Involved@SU Registration

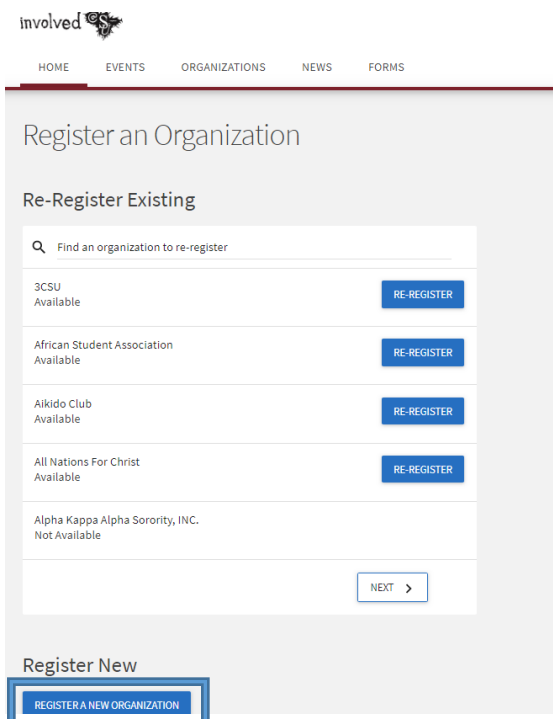
Select the *'Register An Organization'* button



The screenshot shows the 'involved@SU' logo at the top left. A navigation menu includes HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is 'Organizations'. On the left, there is a search bar labeled 'Search Organizations' and a 'Categories' dropdown menu with 'Select categories' and a downward arrow. Below these is a blue-bordered button labeled 'REGISTER AN ORGANIZATION'. On the right, there are two organization cards: '3CSU' with a photo of a group of people and the text '3C stands for Community Character Courage. We believe Our services are open to any and everyone and strives', and 'African Student Association' with a circular logo and the text 'Mission Statement The African Student Association all activities that promote cultural and social awareness'.

Step 4.4: Involved@SU Registration

If Registrations for new organizations are available at this time, the *'Register a New Organization'* button will appear on the left side of the page underneath the existing options



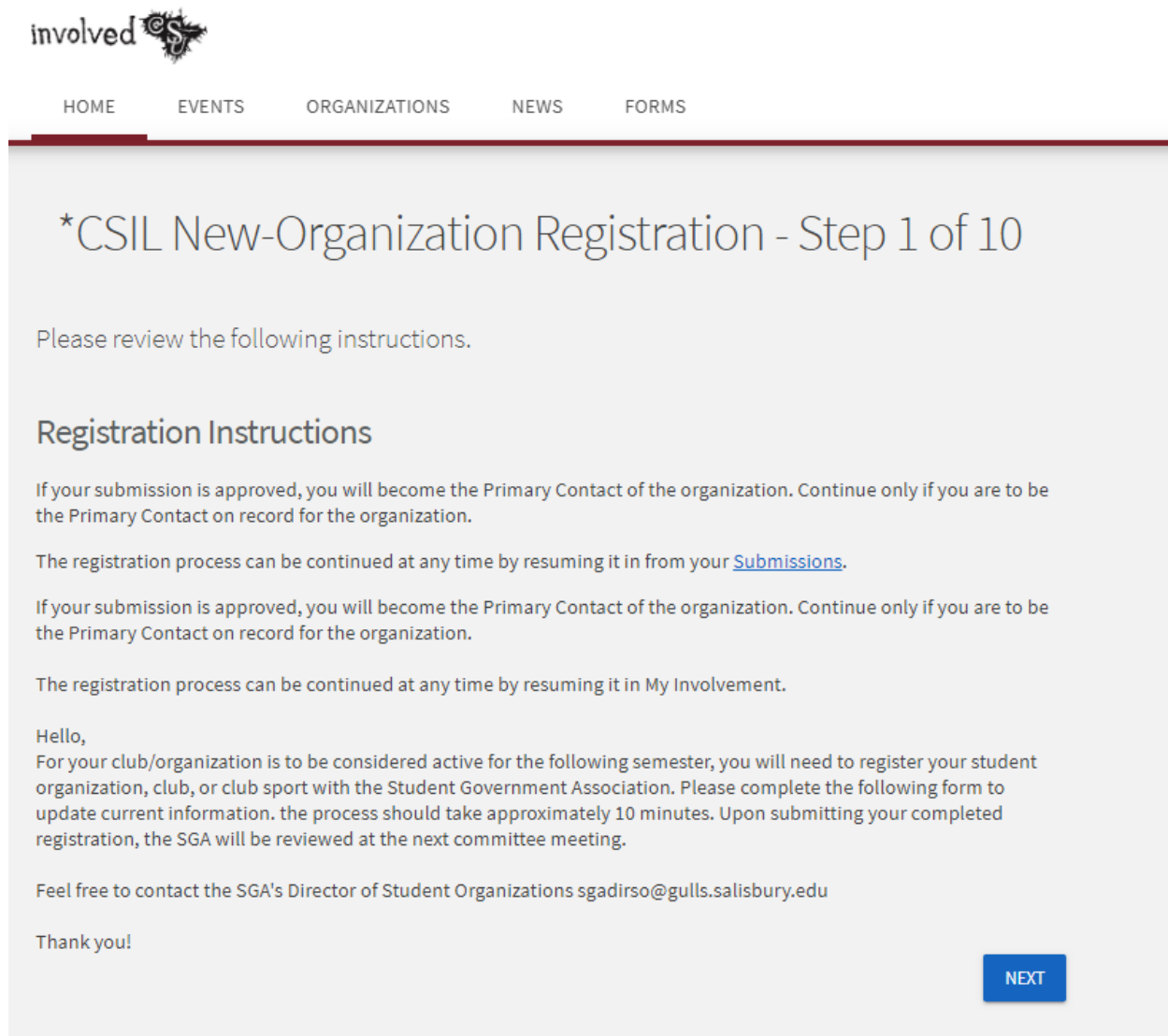
The screenshot shows the 'involved@SU' logo at the top left. A navigation menu includes HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is 'Register an Organization'. Below the heading is a section titled 'Re-Register Existing' with a search bar labeled 'Find an organization to re-register'. A table lists organizations with their status and a 'RE-REGISTER' button:

3CSU Available	RE-REGISTER
African Student Association Available	RE-REGISTER
Aikido Club Available	RE-REGISTER
All Nations For Christ Available	RE-REGISTER
Alpha Kappa Alpha Sorority, INC. Not Available	

At the bottom of the table is a 'NEXT >' button. Below the table is a section titled 'Register New' with a blue-bordered button labeled 'REGISTER A NEW ORGANIZATION'.

Step 4.5: Involved@SU Registration

Click 'Register a New Organization' to start your organization registration process



The screenshot shows the 'involved@SU' logo at the top left, with navigation links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is '*CSIL New-Organization Registration - Step 1 of 10'. Below this, it says 'Please review the following instructions.' followed by a section titled 'Registration Instructions'. The instructions state that if approved, the user becomes the Primary Contact and should only continue if they are to be the Primary Contact on record. It also notes that the process can be resumed at any time from 'Submissions' or 'My Involvement'. A friendly message follows, stating that for a club/organization to be active, it must be registered with the Student Government Association, a process that takes about 10 minutes. Contact information for the SGA's Director of Student Organizations is provided, along with a 'Thank you!' message and a blue 'NEXT' button.

involved@SU

HOME EVENTS ORGANIZATIONS NEWS FORMS

*CSIL New-Organization Registration - Step 1 of 10

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in My Involvement.

Hello,
For your club/organization is to be considered active for the following semester, you will need to register your student organization, club, or club sport with the Student Government Association. Please complete the following form to update current information. the process should take approximately 10 minutes. Upon submitting your completed registration, the SGA will be reviewed at the next committee meeting.

Feel free to contact the SGA's Director of Student Organizations sgadirso@gulls.salisbury.edu

Thank you!

NEXT

From there, you will be asked to complete several steps. Click 'Next' at the bottom of each page when you have completed the step to progress to the next step in the registration process. You will have the chance to review each step before submitting your completed registration. When you are finished, click 'Submit for Approval' to send your request to the Director of Student of Organizations of the Student Government Association for review.

Step 5: After Becoming Recognized

- i) Organizations interested in gaining new members may use the SGA's '*RSO Marketing Guide*' on the SGA's website under the '*Student Orgs*' page with helpful tips on increasing recruitment efforts across campus
- ii) After receiving approval for recognition, the new organization will need to contact Susie West (srwest@salisbury.edu) to schedule a required meeting with the Center for Student Involvement and Leadership (CSIL) for information on attendance, event planning, hosting interest meetings, Motor Pool, reserving rooms on campus, budgeting and funding with Appropriations, participating in Recognized Events, finding a faculty or staff advisor, and other key organization topics

*Produced by Salisbury University Student Government
Association Marketing & Communications*