

HOW TO

CHARTER YOUR ORGANIZATION

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
OFFICE OF STUDENT ENGAGEMENT

STEP 1

President, Vice President & Treasurer complete the Executive Officer Agreement on the OSE CoyoteConnection Page

Additional Member #4 & #5 complete the Additional Member Agreement on the OSE CoyoteConnection Page

STEP 2

STEP 3

Primary Advisor completes the Advisor Agreement Form on the OSE CoyoteConnection Page

Office of Student Engagement (OSE) checks Officer, Member, & Advisor Eligibility & Updates Internal Spreadsheet

STEP 4

STEP 5

Organization submits Charter Application via Coyote Connection: Includes Roster, Constitution, etc.

Officer Sign & Return Trust Fund Fact Sheet to OSE

STEP 6

STEP 7

Provisional Charter Granted
*Given access to the Event Management System (EMS)

Organization attends In-Person Orientation Session
Advisors attends Advisor Training Session

STEP 8

STEP 9

Organization Officers Complete Online Student Leader Training & Alcohol Edu

Organization is Chartered!

STEP 10