

HOW TO CHARTER YOUR NEW ORGANIZATION

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
OFFICE OF STUDENT ENGAGEMENT

STEP 1

Pre-Registration in Coyote Connection: Provide Organization Name, Description, Link for Records Release for Officers, Roster & Advisor

Officers, Members & Advisors complete
Records Release Authorization Agreement

STEP 2

STEP 3

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

Set Up a meeting with the Student Engagement Coordinator for Clubs & Organization within OSE

STEP 4

STEP 5

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

Schedule a Meeting with Crystal Henderson.
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 In-Person Training Session

STEP 8

STEP 9

Organization Officers Complete Online Student Leader Training & Alcohol Edu

Organization is Chartered!

STEP 10