



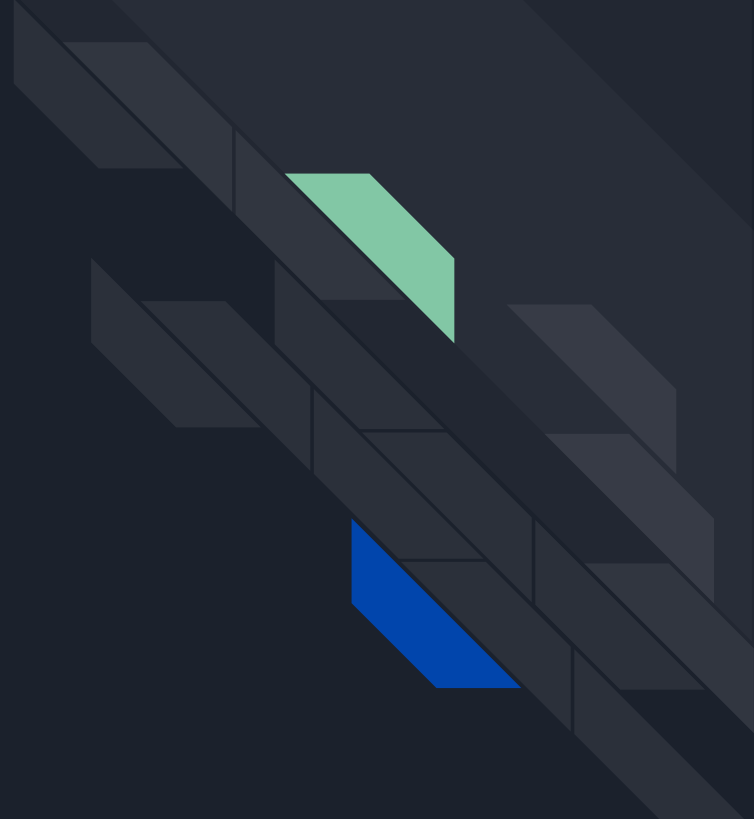
2020-2021 Club & Organization Chartering Process

Office of Student Engagement

Hi! I'm Jane Rodriguez

Student Engagement
Coordinator-Clubs &
Organizations |

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What is Chartering?

- Recognition Process that Clubs & Organizations must go through every year to be recognized by the University
- Allows the Office of Student Engagement to update new officers + club information annually
- Completed ONLINE via CoyoteConnection
- Updates Club Banking information for new officers



How to Charter Your Organization:

- 1 **Agreement Forms (President, VP, Treasurer, Member #4, Member #5 & Advisor)** ★
- 2 **Charter Application** ★
- 3 **Trust Fund Fact Sheet**
- 4 **Club Roster**
- 5 **Virtual Orientation** ★
- 6 **Online Trainings**



What's new?

- Chartering to start in June 2020
- Looking at Cumulative GPAs Only
- Different requirements for Returning vs. New Organizations (*waiting for confirmation!*)
- Online Orientation Sessions -- Only President & Treasurers must attend
- Added questions to agreement forms!

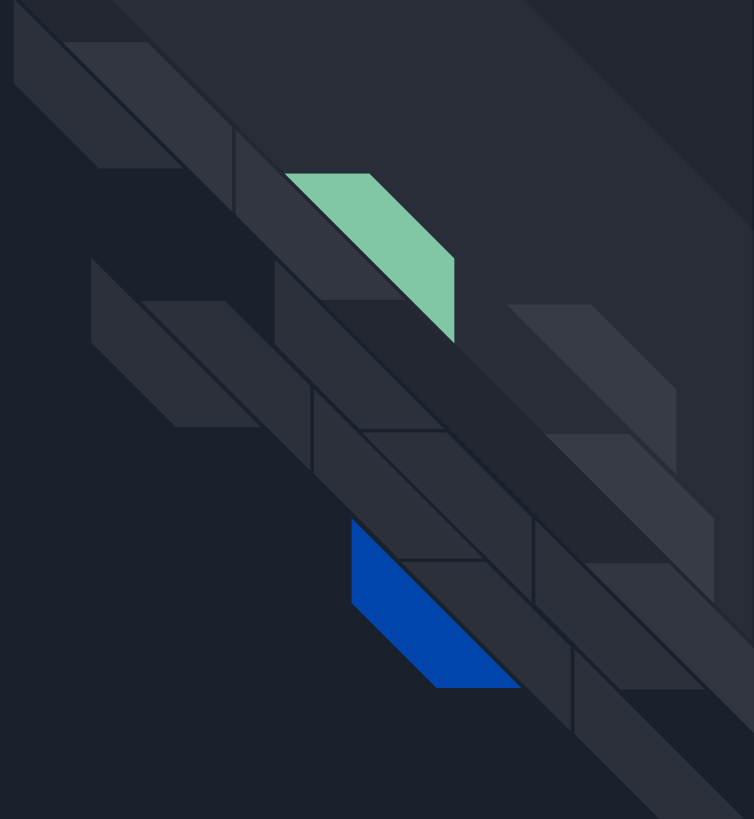


Benefits to Chartering

- Subscription to electronic mailing list for all organization members
- Access to CoyoteConnection as a tool for creating an online networking community
- Become eligible for Associated Students, Inc. Club Allocation Budget Committee Funding
- Graphic Design Assistance
- On-Campus Banking/Assistance
- Club Leadership Awards Banquet
- First Access to all OSE Events
- Added to the Weekly Leaders Listserv
- Access to Legal Advice
- Building Relationships with OSE
- Assistance with Food Events Notification Forms
- Fax Service to send and receive official student organization documents
- Reserve space on campus for meetings or events via EMS
- Host fundraising activities
- Attend Workshops & Leadership Training Programs
- Receive 50 free black and white photocopies per quarter in OSE
- Receive access to an Organization Mailbox
- Invitations to Special Recognition events
- Invitations to participate in campus-wide events such as picnics, festivals, SOAR, Homecoming, etc.

CoyoteConnection

How + Where to Access Chartering Applications & Forms



Deadline to complete chartering process: **October 16th, 2020**

For more information:

E-mail Jane Rodriguez: jane.rodriquez@csusb.edu

Or check out our website:

<https://www.csusb.edu/student-engagement/student-clubs-organizations/manage-your-organization/re-chartering>