



2020-2021 CLUB & ORGANIZATION CHARTERING PROCESS



Step #1:

- President, Vice President & Treasurer must complete their Agreement Form and meet Officer Eligibility Requirements (2.0 GPA Cumulative, Less than 225 Units, & in good standing with CSUSB)
- Additional Member #4 & #5 must complete their Agreement Form and meet member requirements (currently enrolled at CSUSB)
- Advisor must complete their Agreement Form and meet advisor requirements (full-time faculty or staff member at CSUSB)

To Access Form: Login to CoyoteConnection >> Search Office of Student Engagement >> Go to Forms >> Click on Form : Chartering-Club & Organization Agreement Form (2020-2021)

Note: The same form is used for Officers, Members & Advisors and each individual must submit their OWN form or it will be denied

Step #2:

Complete the Charter Application (includes General Information, CoyoteConnection Roster, Trust Fund Fact Sheet information, Contact information for all individuals who completed an agreement form, etc.)

To Access Application: Login to CoyoteConnection >> Organizations Tab >> Register an Organization >> Search for your Organization >> Re-Register

Note: It is recommended that the President of the Organization submit the Charter Application

Step #3:

Turn in Trust Fund Fact Sheet signed by the President, Vice President, & Treasurer once it is sent to you by the Office of Student Engagement

All of the above must be completed by October 30th, 2020 to receive your PROVISIONAL Charter.

Step #4:

President & Treasurer must attend an Virtual Orientation session with the Office of Student Engagement

Step #5:

President, Vice President, & Treasurer must complete Title IX End Sexual Violence Training

All of the above must be completed by December 11th, 2020 to be chartered for the 2020-2021 Academic Year.



CHARTERING REQUIREMENTS:

For Provisional Charter:

- President, Vice President & Treasurer must complete their Agreement Form and meet Officer Eligibility Requirements (2.0 Cumulative GPA, currently enrolled at CSUSB, Less than 225 Units, & in good standing with CSUSB)
- Additional Member #4 & #5 must complete their Agreement Form and meet member requirements (currently enrolled at CSUSB)
- Advisor must complete their Agreement Form and meet advisor requirements (full-time faculty or staff member at CSUSB)
- Complete the Charter Application
- Turn in Completed Trust Fund Fact Sheet
- Full Roster submitted in Charter Application

All of the above must be completed by October 30th, 2020

For Full Charter:

- President, Vice President & Treasurer must attend an in-person Orientation session with the Office of Student Engagement
- President, Vice President, & Treasurer must complete Title IX End Sexual Violence Training

All of the above must be completed by December 11th, 2020 to be chartered for the 2020-2021 Academic Year.

