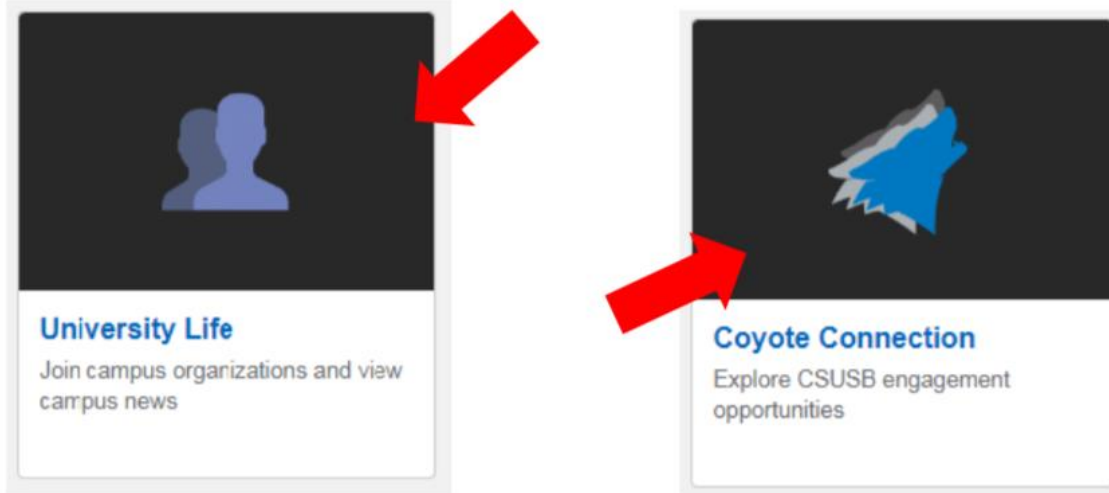


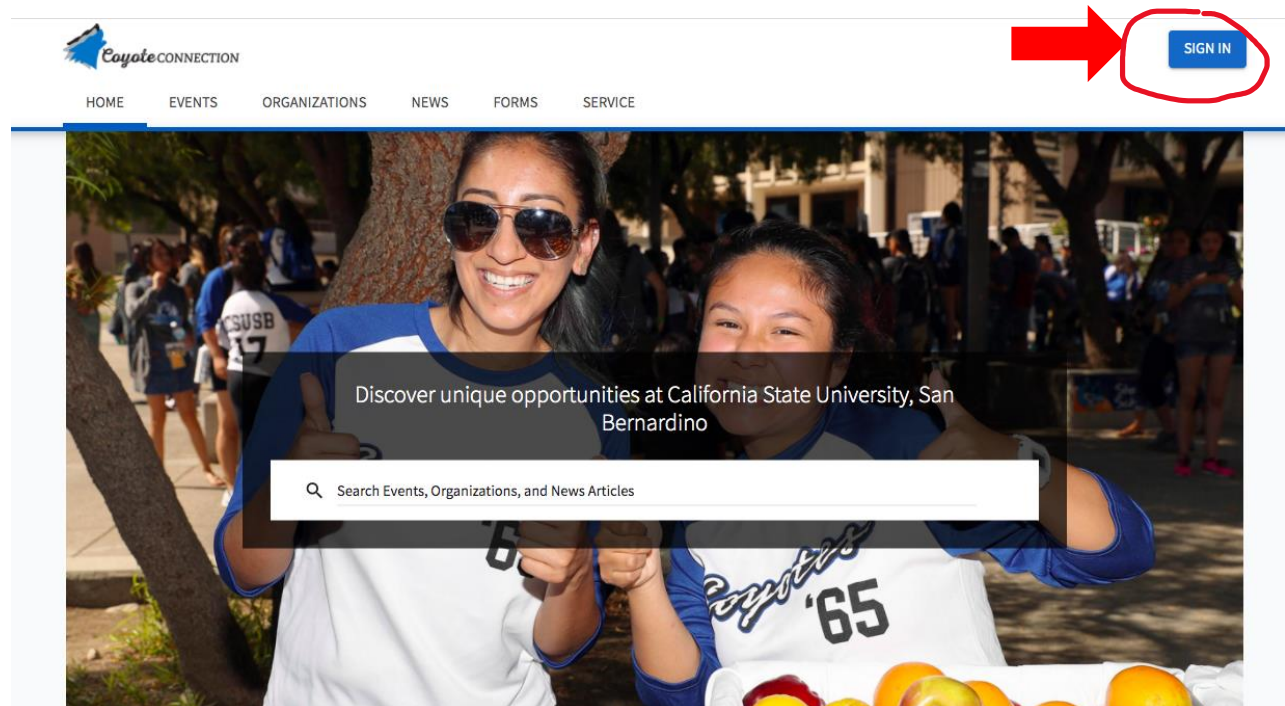
## How to Find the Agreement Form for Officers, Additional Members & Advisors:

Step #1: Go to <http://csusb.campuslabs.com/engage/>

OR Log onto your MyCoyote, Click on University Life & then Coyote Connection



Step #2: Log onto Coyote Connection with your CSUSB Credentials or MyCoyote login (if this is your first time logging in, you will have to provide some additional information!)



### Step #3: Search for the Office of Student Engagement in the search bar

The screenshot shows the Coyote CONNECTION website with a search bar at the top. The search results are displayed in a dropdown menu. The search term is "Office of Student Engagement". The results are categorized into "Organizations" and "News Articles". Under "Organizations", the first result is "Office of Student Engagement", which is highlighted with a red arrow. Other organization results include "Commuter Transfer Connection" and "Office of Community Engagement". Under "News Articles", there are three results: "Federal Work Study- Front Office Student Assistant & Commuter Transfer Ambassador Positions", "Leadership Awards Banquet: NOMINATIONS OPEN NOW!", and "Mark Your Calendars for the Social Justice Summit 2019!".

### Step #4: Look under FORMS for "Chartering-Club & Organization Agreement Form (2020-2021)"

The screenshot shows the Office of Student Engagement website. The page header includes the organization's name, a "Member Since October 2019" badge, and buttons for "MANAGE ORGANIZATION" and "CONTACT". The main content area features a description of the office's mission and a "VIEW GALLERY" button. Below the description is a "Forms" section with a list of documents. A red arrow points to the first item in the list: "Chartering-Club & Organization Agreement Form (2020-2021)". Other items in the list include "2020-2021 FSL Potential New Member GPA Verification" and "Greek Agreement Form (2019-2020)".

**Step #5: Click 'NEW SUBMISSION', This is the SAME form used for Presidents, Vice Presidents, Treasurers, Additional Member #4, Additional Member #5 & Advisors. Please make sure to fill it out correctly and keep in mind that each individual needs to fill out their OWN form.**

**Be aware that each member submitting their form has to be logged into their OWN account.**

## Chartering-Club & Organization Agreement Form (2020-2021)

### Agreement Form

#### Club & Organization Agreement Form 2020-2021

To be a chartered organization for the 2020-2021 Academic Year, your organization must have a President, Vice President, Treasurer, Additional Member #4, Additional Member #5, & a full-time CSUSB Faculty/Staff Advisor.

**The chartering deadline for the 2020-2021 Academic Year is October 30th, 2020.** Please make sure that all required members complete this form by that date to be a chartered organization.

**This form can ONLY be submitted by the individual whose form it belongs to. If any other officers try to submit forms for other officers, the form will be denied.**

\* Name of your Organization (no abbreviations/acronyms):

\* Is your organization returning or new?

- Returning Organization  
 New Organization

\* What is your role within the organization?

- President