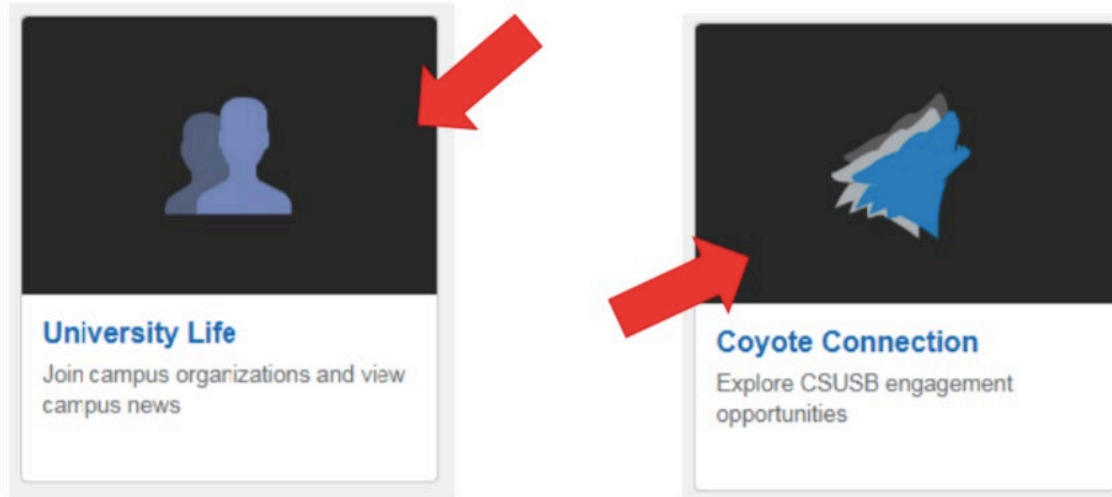


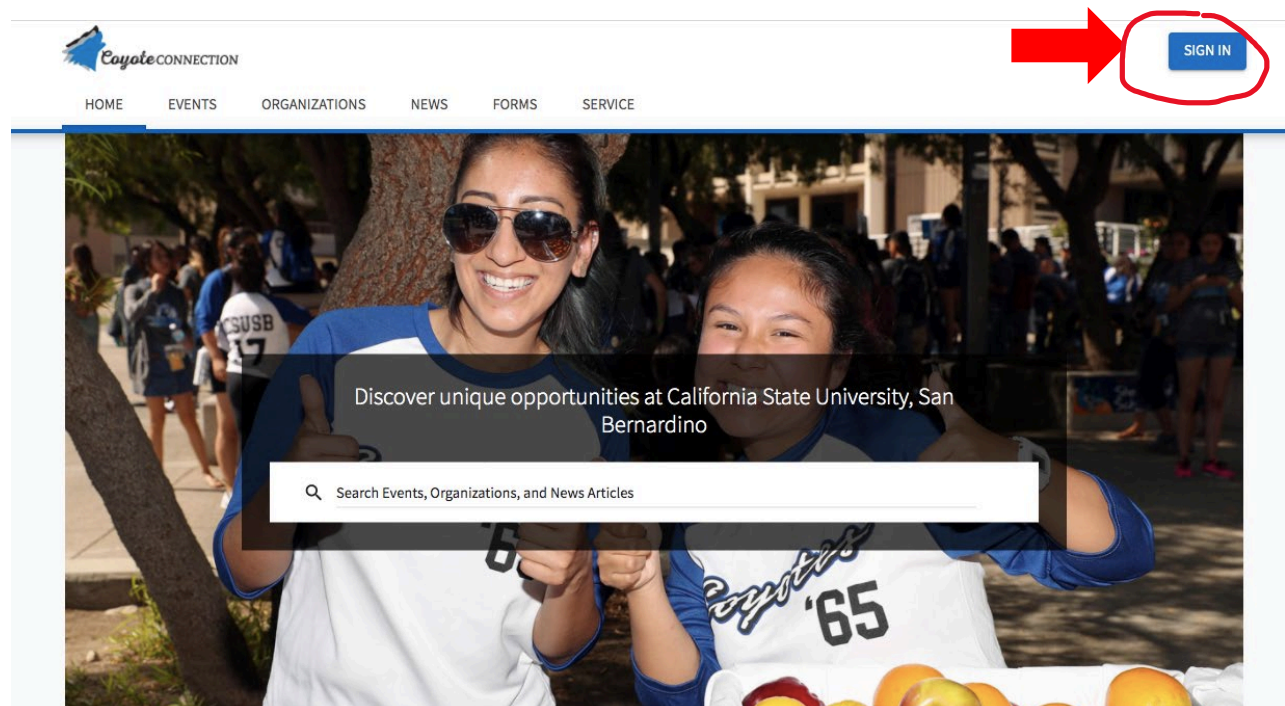
## How to Find the Agreement Form for Officers, Additional Members & Advisors:

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 header with navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, SERVICE. A search bar is active with the text "Office of Student Engagement". Below the search bar, a dropdown menu displays search results. Under the "Organizations" section, the "Office of Student Engagement" is listed with a blue circular icon, and a red arrow points to it. Other organizations listed include "Commuter Transfer Connection" and "Office of Community Engagement". Under the "News Articles" section, three articles are listed with their respective dates: "Federal Work Study- Front Office Student Assistant & Commuter Transfer Ambassador Positions" (Monday, September 16), "Leadership Awards Banquet: NOMINATIONS OPEN NOW!" (Tuesday, April 30), and "Mark Your Calendars for the Social Justice Summit 2019!" (Tuesday, January 22).

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

The screenshot shows the "Office of Student Engagement" page. The header includes the organization's logo, name, and a "Member Since October 2019" badge. There are buttons for "MANAGE ORGANIZATION" and "CONTACT". The main content area features a paragraph describing the office's mission and services, along with social media icons for Twitter, Instagram, Facebook, and YouTube. A "VIEW GALLERY" button is positioned below a collage of photos showing students at various events. Below the gallery, the "Forms" section is displayed, containing a list of documents. A red arrow points to the first item in the list: "Chartering-Club & Organization Agreement Form (2020-2021)". Other forms listed are "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