

**CLUBS & ORGANIZATIONS  
MARK YOUR CALENDARS!**

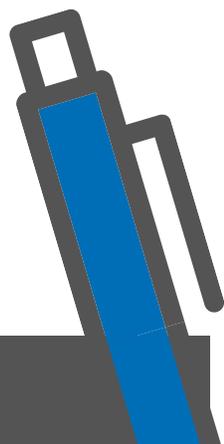
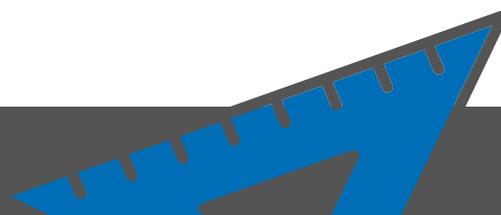
THE 2019-2020 ACADEMIC  
YEAR CHARTERING

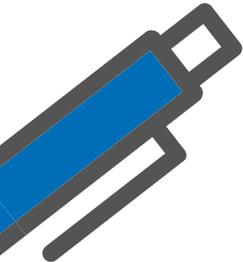
PROCESS WILL OPEN ON

**MAY 15TH, 2019**

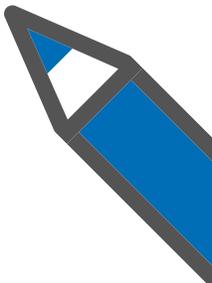
AND WILL CLOSE ON NOVEMBER 1ST, 2019

**VIA COYOTE CONNECTION**





# 2019-2020 CLUB & ORGANIZATION CHARTERING PROCESS



## Step #1:

- President, Vice President & Treasurer must complete their Agreement Form and meet Officer Eligibility Requirements (2.5 GPA Cumulative & Quarterly, 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)

**To Access Form: Login to CoyoteConnection >> Search Office of Student Engagement >> Go to Forms >> Click on Form : Chartering-Club & Organization Agreement Form (2019-2020)**

**\*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:

Physically 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

## Step #4:

E-mail the Office of Student Engagement at [oseinfo@csusb.edu](mailto:oseinfo@csusb.edu) an Excel version of your Organization's Roster.

**All of the above must be completed by November 1st, 2019 to receive your PROVISIONAL Charter.**

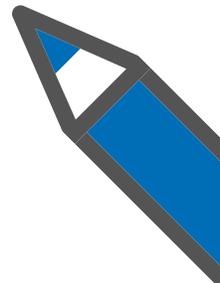
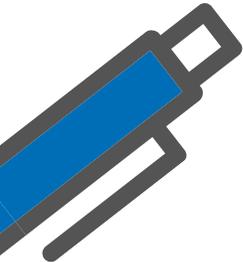
## Step #5:

President, Vice President & Treasurer must attend an in-person Orientation session with the Office of Student Engagement

## Step #6:

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

**All of the above must be completed by December 13th, 2019 to be chartered for the 2019-2020 Academic Year.**



# **CLUB & ORGANIZATION ORIENTATION DATES**

**Thursday, June 6th, 2019**  
**1:00 PM-3:00 PM | SMSU Fourplex**

**Tuesday, September 10th, 2019**  
**1:00 PM-3:00 PM | SMSU Fourplex**

**Monday, September 30th, 2019**  
**11:00 AM-1:00 PM | SMSU Fourplex**

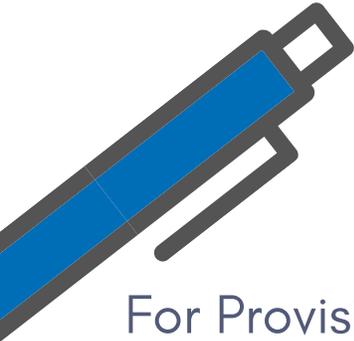
**Thursday, October 10th, 2019**  
**1:00 PM-3:00 PM | SMSU Fourplex**

**Tuesday, October 22nd, 2019**  
**11:00 AM-1:00 PM | SMSU Fourplex**

**Wednesday, October 30th, 2019**  
**9:00 AM-11:00 AM | SMSU Fourplex**

**Saturday, November 23rd, 2019**  
**10:00 AM-12:00 PM | SMSU Fourplex**

**\*PDC Date to be determined\***



# CHARTERING REQUIREMENTS:

## For Provisional Charter:

- President, Vice President & Treasurer must complete their Agreement Form and meet Officer Eligibility Requirements (2.5 GPA Cumulative & Quarterly, 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 turned into the Office of Student Engagement (via email)

**All of the above must be completed by November 1st, 2019**

## 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 13th, 2019 to be chartered for the 2019-2020 Academic Year.**

