



# *Registering a New Student Organization*

## *Step-By-Step Guide*

Thank you for your interest in starting a new student organization at SU and bringing a new, added flavor to our campus community!

By registering through SU's student organizations database platform, *Involved@SU*, your idea for a club will be transformed into an officially active SU student organization. Your incoming organization's leadership will also then be granted access to a variety of valuable tools and resources to help create events for your organization, manage your organization's membership, share information, and communicate efficiently between members.

*First, please review the following requirements for all new SU student organizations and the next steps in the registration process:*

### Step 1: Organization Details

- i) The following items must be prepared to begin the registration process for all new student organizations:
  - (1) Name of the organization
  - (2) Brief description of the organization with an explanation of how it is different than other similar organizations on campus (if any)
  - (3) A drafted Constitution, which will be submitted for review alongside the Involved@SU registration form

### Step 2: Membership

- i) All new student organizations are required to meet the following membership qualifications:
  - (1) At least ten (10) students interested in joining the organization
  - (2) An Executive Board comprised of the following positions:
    - (a) President



- (b) Financial Officer
  - (c) SGA Representative
    - (i) Can be any student member of the new organization (does not need to also be a member of the SGA)
  - (d) Full-Time Faculty/Staff Advisor
    - (i) Faculty or staff member of any department must have full-time employment at Salisbury University
  - (e) Other Executive Board Positions
    - (i) Any additional positions added to the student organization's Executive Board may be created at the discretion of the organization, though are not required for recognition
- (3) Must be all-inclusive and unrestrictive to all interested students

### Step 3: Attending Forums

- i) The organization's SGA Representative must attend the monthly Forums hosted by the SGA
- ii) If the organization's designated SGA Representative is unable to attend a Forum, another member of the organization may substitute and attend to fulfill the requirement
- iii) Missing Forum(s) may result in disciplinary action against the organization, including an impact on its recognition status

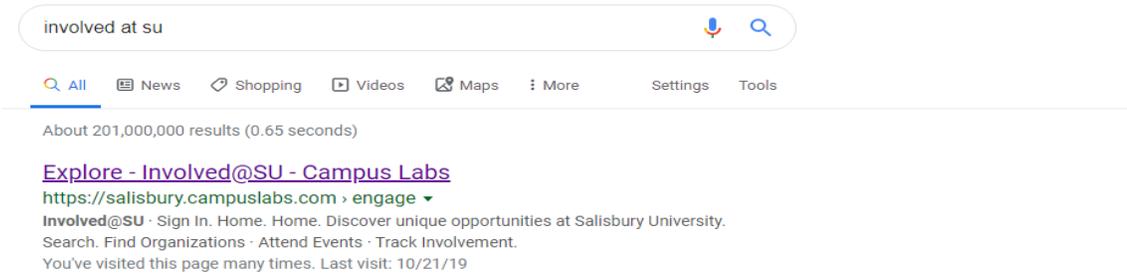
### Step 4: Register on Involved@SU

- i) Complete the registration application on the [Involved@SU website](#) through the steps below with the information identified in the 'Organization Details' and 'Membership' sections listed above, including a drafted Constitution for the new organization
- ii) Once the application is submitted, the SGA's Director of Student Organizations will convene with the Student Organizations Committee to review the application and provide either an approval or denial for registration
  - (1) If denied, the Director and Committee will provide feedback on how to fix any outstanding issues with your application



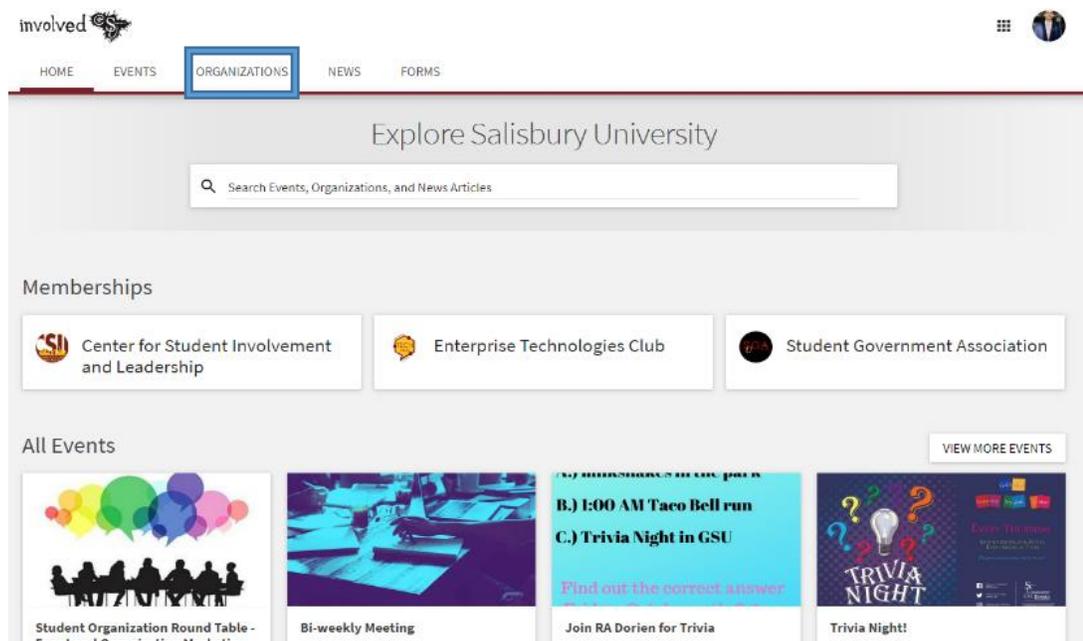
## Step 4.1: Involved@SU Registration

Search for 'Involved@SU' or visit [involved.salisbury.edu](https://involved.salisbury.edu) and sign in using your SU email and password



## Step 4.2: Involved@SU Registration

Navigate to the 'Organizations' tab at the top of the Involved@SU homepage





## Step 4.3: Involved@SU Registration

Select the *'Register An Organization'* button

The screenshot shows the 'involved@SU' website with a navigation menu (HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS). The 'Organizations' page features a search bar, a category dropdown, and a list of organizations. The 'REGISTER AN ORGANIZATION' button is highlighted with a blue box.

Organization Name	Status	Action
3CSU	Available	RE-REGISTER
African Student Association	Available	RE-REGISTER
Aikido Club	Available	RE-REGISTER
All Nations For Christ	Available	RE-REGISTER
Alpha Kappa Alpha Sorority, INC.	Not Available	

## Step 4.4: Involved@SU Registration

If Registrations for new organizations are available at this time, the *'Register a New Organization'* button will appear on the left side of the page underneath the existing options

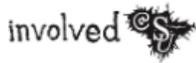
The screenshot shows the 'involved@SU' website with a navigation menu (HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS). The 'Register an Organization' page is displayed, showing a 'Re-Register Existing' section with a search bar and a list of organizations. The 'REGISTER A NEW ORGANIZATION' button is highlighted with a blue box.

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African Student Association	Available	RE-REGISTER
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## Step 4.5: Involved@SU Registration

Click 'Register a New Organization' to start your organization registration process



HOME    EVENTS    ORGANIZATIONS    NEWS    FORMS

### \*CSIL New-Organization Registration - Step 1 of 10

Please review the following instructions.

#### Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in My Involvement.

Hello,

For your club/organization is to be considered active for the following semester, you will need to register your student organization, club, or club sport with the Student Government Association. Please complete the following form to update current information. the process should take approximately 10 minutes. Upon submitting your completed registration, the SGA will be reviewed at the next committee meeting.

Feel free to contact the SGA's Director of Student Organizations [sgadirso@gulls.salisbury.edu](mailto:sgadirso@gulls.salisbury.edu)

Thank you!

NEXT

From there, you will be asked to complete several steps. Click 'Next' at the bottom of each page when you have completed the step to progress to the next step in the registration process. You will have the chance to review each step before submitting your completed registration. When you are finished, click 'Submit for Approval' to send your request to the Director of Student of Organizations of the Student Government Association for review.



## Step 5: After Becoming Recognized

- i) After receiving approval for recognition, the new organization will need to contact Susie West (srwest@salisbury.edu) to schedule a required meeting with the Center for Student Involvement and Leadership (CSIL) for information on attendance, event planning, hosting interest meetings, Motor Pool, reserving rooms on campus, budgeting and funding with Appropriations, participating in Recognized Events, finding a faculty or staff advisor, and other key organization topics
- ii) Organizations interested in gaining new members may use the CSIL's 'RSO Marketing Guide' on our website to review helpful tips on increasing recruitment efforts across campus