Re-registration is an annual process. The form can be accessed by the 2020-2021 Primary Contact on the Involvement Network. This guide will give an overview of the steps access and complete the form. The deadline to submit registration is May 15, 2020.

- Accessing the Re-registration form
- Step 1: Registration Instructions
- Step 2: Policy & Procedure Overview
- Step 3: 2020-21 Annual Survey
- Step 4: General Information
- Step 5: Profile Picture
- Step 6: Signed Trademark Approval Upload
- Step 7: Organization Categories
- Step 8: Organization Roster
- Step 9: Advisor Information
- Step 10: Constitution Upload
- Final Step: Review & Submit
- Returning to a Submission in Progress
- Review Timeline & Communication

**Accessing the Re-registration Form**

1. Log in to the Involvement Network at [http://involve.uga.edu](http://involve.uga.edu).
2. Select “Manage” from the menu next to your user icon (top, right corner).
3. Select the organization you would like to re-register from the “My Memberships” section.
4. Search or Select the Organization you would like to manage.

5. Select the blue “Re-register this organization” button
**STEP 1: Registration Instructions**

Be sure to review the registration instructions. This explains that only the currently listed Primary Contact on your organization’s Involvement Network page will have access to this form. *If you will not be the chief officer for the 2020-21 academic year, you should not complete this form.* The Primary Contact can be updated by following the steps outlined in [Updating Primary Contacts guide](#) or by submitting the [Primary Contact Change Form](#). Both resources can be found on the homepage of the Involvement Network.

The Primary Contact must watch all *four* mandatory [training videos](#) and complete the associated quizzes with 100% correct answers. Required training videos and quizzes can be found in the Training Library located at [https://involvement.uga.edu/](https://involvement.uga.edu/).

Important information to have prepared as you complete the form will include:

- General organization information such as meeting time, financial commitment, etc.
- If your organization uses University of Georgia trademarks in the organization’s name and/or profile image, you must seek approval from Trademarks & Licensing. You will submit the [approval form](#) to [trademarks@uga.edu](mailto:trademarks@uga.edu) for signature and upload the signed form to your re-registration.
- Roster of members with their UGA email addresses. *Note: Advisors do not count toward the minimum number of six required members.*
- Advisor contact information (if applicable)
- Organization constitution. It is recommended that your organization review your constitution annually. For a [sample constitution](#), visit [https://involvement.uga.edu/](https://involvement.uga.edu/).

Once you have reviewed the registration instructions, select “Next” to move on to Step 2.
2020-2021 Re-Registration Process (Returning Organizations) - 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.

Please Review All Information Below Before Proceeding

Registration for the 2020-2021 academic year must be completed by the individual who will serve as the chief officer of your organization during the fall 2020 semester.

Only the currently listed Primary Contact (i.e.: President, Chief Officer, etc.) on your organization's Involvement Network page can access this registration application.

If you will not be the chief officer during the 2020-2021 academic year, please update your organization's Primary Contact by following these steps or by submitting the Primary Contact Change Form prior to beginning the registration process. If the primary contact for your organization is the same person from 2019-2020, and is listed correctly on your Involvement Network page, you do not need to update the Primary Contact.

Please complete all mandatory training modules prior to beginning the registration process. Registration will be denied for organizations whose chief officer has not completed the mandatory training modules with 100% correct answers.

It is recommended that you gather the following pieces of information in order to complete the annual registration process:

1. Up-to-date information about your organization (meeting time, financial commitment, etc.)

2. Approval Form for the use of University of Georgia Trademarks in your organization's name and/or profile image. Examples include "Georgia", "University of Georgia", "UGA", "Bulldogs", "Dawgs", etc.

3. Roster of at least six (6) UGA student members. The roster must also indicate at least one (1) officer in addition to the Primary Contact. You must list UGA email addresses for officers and at least six members of the organization. Advisors do not count toward the minimum number of student members. Note: This information is used to populate the members eligible to make campus reservations on behalf of your organization.

4. Advisor contact information (if applicable)

5. Organization constitution titled "[Organization Name] Constitution 2020-2021"

Once you have submitted all information required for the annual registration process, Center for Student Activities and Involvement staff will review your submission within 5-7 business days.

All communication regarding registration status will be issued via the Involvement Network; therefore, it is highly encouraged that you login to the network in order to verify your registration status.

Center for Student Activities & Involvement
102 Tate Student Center, Athens GA 30602
706-542-5395
involvement@uga.edu

Next
STEP 2: Policy & Procedure Overview

Be sure to review the student organization guidelines, which outline the overall mission and scope, basic requirements, and restrictions on student organization names. It is important to note that at least two members must be officers and officers must be enrolled full-time. Additionally, Organization names may not begin with “The” or “UGA”.

Check the box to confirm you have read and acknowledge the mission/Scope, basic requirements, and restrictions of registered student organization names.

Student Organization Guidelines

You will be required to acknowledge that you have read and agree to all information listed below.

Student Organization Mission/Scope

• The purpose of registered student organizations at UGA is to complement academic programs of study and to enhance the overall educational experience of students through development, exposure to, and participation in social, cultural, intellectual, and recreational activities. Registration of student groups is necessary before university facilities and/or services (including access to funding) will be available.

• The CSAI recognizes that participation in student activities is important; however, academics are central to the mission of the University. Therefore, the CSAI strongly recommends that member GPA’s be routinely monitored to ensure that academics are not compromised to accommodate organizational responsibilities.

Basic Requirements

• A minimum of six (6) currently enrolled UGA students are required to register a student organization.

• At least two (2) members must be officers. Only full-time students may serve as officers. (Full-time enrollment is defined as: Graduate: 9 or more credit hours per semester. Undergraduate: 12 or more credit hours per semester)

• The organization must be created and controlled by currently enrolled UGA students.

Student Organization Name

• Organization names cannot begin with "The" or "UGA."

• Organizations choosing to include University trademarks (i.e. UGA, University of Georgia, Dawgs, Bulldogs, etc.) in their name must receive approval from Trademarks & Licensing.

* Required

☑ By checking this box, I confirm that I have read and acknowledge the mission/scope, basic requirements, and restrictions of registered student organization names.
Be sure to review membership and non-discrimination requirements outlined. It is important to note that community members are not considered members of the organization and are not authorized to receive the full benefits of membership in a registered student organization. Additionally, membership and all privileges must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

Check the box to confirm you have read and acknowledge the membership requirements and Non-Discrimination and Anti-Harassment Policy.

**Membership**
- Community members are not considered members of the organization and are not authorized to receive the benefits of membership in a registered student organization.
- General membership may be comprised of both full- and part-time UGA students.
- Any individual considered a member by the organization’s standards must be listed on the organization roster on the Involvement Network.
- The CSAI requires that every organization list a Primary Contact, Secondary Contact. The Primary Contact (i.e.: Chief Officer, President, etc.) is the person filling out this registration. Secondary and Tertiary Contacts must be listed on the roster, and must be currently enrolled, full-time, undergraduate or graduate students. Additional officers may be included on the roster as well.
- While it is not required, it can be beneficial for student organizations to have one or more advisors, who may be University faculty or staff. Should a registered student organization select a community member to serve in an advisory role, it is understood by the organization that the community member will not be recognized by the University of Georgia.

**Non-Discrimination**
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

However, religious organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.

- Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

* Required

☑️ By checking this box, I have read and acknowledge the membership requirements and Non-Discrimination and Anti-Harassment Policy.
Be sure to review the Buckley Waiver Consent statement regarding information collected via the re-registration process. Check the box to confirm you have read and acknowledge that information collected through this process may be considered public record.

Be sure to review the overview of the registration process and factors for registration denial. It is important to note the following:

- Registration as a student organization at the University of Georgia is a privilege and not a right, and entails responsibilities on the part of the student organization and its members. Registration signifies a willingness on the part of the student organization to comply with state law and the rules, regulations, and policies of the University and the Board of Regents. Registration of a student organization does not constitute endorsement by the University or approval of the student organization’s policies and activities.

- Registration as a student organization does not result in the student organization becoming a part of the University for any legal purpose. As a result, student organizations and their members could be individually liable for injury caused by the organization’s implemented activities. Student organizations should exercise risk management and liability mitigation practices.

- The University’s review of a student organization’s initial registration or registration renewal is conducted on a content-neutral basis. Therefore, the University’s approval or denial of a registration filing is not based on the mission, goals, or beliefs of the student organization requesting registration.

- A student organization will not be permitted to register or renew its registration if the University finds that the student organization:
  - Seeks to accomplish its objectives, goals, purposes, or activities through the use or promotion of violence; or
  - Engages in activities that materially or substantially interfere with the discipline and normal activities of the University or with the rights of others, including activities that present a danger to property, personnel, and/or the orderly functioning of the University; or
  - Seeks personal gain; or
  - Refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents’ policy, and/or University rules and regulations, including the University’s Non-Discrimination and Anti-Harassment Policy and Code of Conduct.
In addition to a student organization’s obligation to comply with these four basic requirements, a registered student organization may have its registration denied or revoked at any time for failure to comply with any of the expectations and obligations set forth and/or referenced in this Policy. Factors the University considers in a decision to deny or revoke a student organization’s registration would include, but would not be limited to, the following:

- Failure to provide all necessary registration information to the Center for Student Activities and Involvement;
- Individual members’ past conduct, the student organization’s past conduct, or the student organization’s stated objectives, to the extent any of the foregoing indicate an unwillingness or inability to comply with the four basic requirements for registration outlined above;
- Failure to meet financial obligations to the University;
- Failure to, or a stated intention not to, adhere to University rules, regulations and policies; and
- Failure to, or a stated intention not to, adhere to local, state, or federal laws.

Check the box to confirm you have read and acknowledge the description of the registration process and factors for denial.
Check the box to confirm you have read and acknowledge that you have read and agree to all information listed and that your organization is in compliance. Once you have reviewed and agreed to the student organization guidelines, select “Next” to move on to the next page.

* Required

☐ By checking this box, I acknowledge that I have read and agree to all of the above information, and that my organization is in compliance with all policies, rules, and regulations adopted by the Board of Regents of the University of Georgia, including the Student Handbook and the Code of Conduct.
Be sure to verify University Policies & Procedure as they relate to registered student organizations. This includes verification that you have read the Student Handbook, Code of Conduct, Non-Discrimination and Anti-Harassment Policy, Hazing Policy, Policy for Programs and Activities Serving Minors, and Student Organization Manual. Once you have read and verified all listed policies and procedures, select “Next” to move on to Step 3.
STEP 3: 2020-21 Annual Survey

Please complete the 2020-21 Annual Survey, which should take approximately 10 minutes to complete. The responses to this survey will be used to inform resources provided to student organization leaders. Once you have completed the survey, select “Next” to move on to Step 4.

<table>
<thead>
<tr>
<th>2020-21 Annual Registration Survey</th>
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<tbody>
<tr>
<td>Please complete the following survey about your experience as a student organization leader. This survey will take approximately 10 minutes to complete.</td>
</tr>
</tbody>
</table>

- Did you serve as your organization’s chief officer during the 2019-2020 academic year?
  - Yes
  - No

- Will you serve as the chief officer during the 2020-2021 academic year?
  - Yes
  - No

- How many student organizations were you involved in during the 2019-2020 academic year?

- When does your organization transition leadership?

- If a leadership conference was offered to UGA students for free on a Saturday, how interested would you be in participating?
  - Extremely interested
  - Very interested
  - Moderately interested
  - Slightly interested
  - Not at all interested

- Name two specific areas of training or resources that would benefit you in your role as chief officer.

- What is one goal your organization will be focused on achieving over the upcoming year?

- What do you hope to gain from your experience as a chief officer of a registered student organization?
As the leader of a student organization, how would you rate your skills in assessing and managing your own emotions and those of others in your organization?

- Very strong
- Strong
- Moderate
- Needs improvement

As the leader of a student organization, how would you rate your skills in using empathetic skills to guide and motivate your organization?

- Very strong
- Strong
- Moderate
- Needs improvement

As the leader of a student organization, how would you rate your skills in organizing, prioritizing, and delegating your work?

- Very strong
- Strong
- Moderate
- Needs improvement

In preparing for this leadership role, what is the top skill you believe you need to develop further in order to successfully lead your organization?

Hover over each skill for further descriptions.

- Communications
- Problem Solving/Critical Thinking
- Intercultural Fluency
- Leadership
- Teamwork/Collaboration
- Skill Articulation
- Technology
- Professionalism/Work Ethic

As the leader of your student organization, what is the top skill you believe your organization’s members need to develop further in order for your organization to be successful?

Hover over each skill for further descriptions.

- Professionalism/Work Ethic
- Teamwork/Collaboration
- Problem Solving/Critical Thinking
- Communications
- Technology
- Leadership
- Skill Articulation
- Intercultural Fluency
STEP 4: General Information

The information listed will populate much of the information on your organization’s Involvement Network public-facing page. Be sure to review the previously submitted information for accuracy.

Helpful Tips:

- Organization names may not begin with “The” or “UGA”.
- You are required to complete both the summary and description.
- The organization site URL is a customized URL for your organization’s Involvement Network page.
- External websites are not required.

Provide some basic information about your organization.

General Information

*Official Organization Name
TEST_ORGANIZATION

Acronym/Nickname
TestOrg

*Organization Description Summary
Short form summary of the organization to be displayed on the Involvement Network.

172 characters remaining

Organization Description

Website

*Organization Web Site URL
TestOrg

https://uga.campuslabs.com/engage/organization/TestOrg

External Website
http://involvement.uga.edu
Social media is not required. Your organization must list a contact email and campus address where you can receive mail. This address should not be a personal residence, as this will appear on the organization’s public-facing page. If you do not have a campus address that is not a personal residence, you may request a mailbox by listing the address as "102 Tate Student Center, Athens, GA, 30602."

**Social Media**

<table>
<thead>
<tr>
<th>Facebook Page URL</th>
<th>Twitter Username</th>
<th>YouTube Channel URL</th>
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<th>Flickr Feed URL</th>
<th>Instagram Page URL</th>
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**Vimeo Page URL**

**Organization Contact Information**

**Email**
involvement@uga.edu

**Street Address**
102 Tate Student Center

**Street Address Line 2**

**City**
Athens

**State/Province**
GA

**ZIP/Postal Code**
30602

**Country**

**Phone Number**
706-542-6396

**Fax Number**
Contact information for the primary contact should include your UGA email address. The information provided in this section will not be listed on your organization’s public-facing Involvement Network page.

The following responses are only visible to the primary contact, CSAI staff, and members who have administrative access on your organization’s page.

The Primary Contact (i.e.: Chief Officer, President, etc.) must be the student who is filling out this form.

* Primary Contact Name:
  First Last Name

* Primary Contact Phone Number:
  000.000.0000

* Primary Contact UGA E-Mail:
  teststudent@testuga.edu
General organization information includes meeting dates/times, membership size, signature events, etc. Please review this information before moving on to the next step.

Helpful Tip:

- If your organization requires dues, fees, or other mandatory financial obligations, you must indicate that on the form and provide the amount and frequency of those commitments.

Once you have reviewed and updated your organization’s information, you can select “Next” to move on to Step 5.
**STEP 5: Profile Picture**

Organizations are required to have a profile image on their Involvement Network page.

Your organization’s profile image appears next to your organization in the directory and appears on the organization’s public-facing page. Your image will be sized to fit. Keep in mind that since the photo appears in a circular shape throughout the site, edges of square and rectangular images will be cropped.

Once you have uploaded a profile image, select “Next” to move on to Step 6.
STEP 6: Signed Trademark Approval Upload

If your organization uses a University trademark (including "UGA", "University of Georgia", "Georgia", "Dawgs", "Bulldogs", etc.) in its name and/or profile image, you must seek approval by Trademarks & Licensing for the use of University of Georgia Trademarks and/or logos. Select “Next” to move on to Step 7.

Helpful Tips:

- Trademark approval for use in organization registration does not carry over from year to year.
- The approval form should be completed and emailed to trademarks@uga.edu. You will be notified by email within 48 hours of your request being submitted to Trademarks & Licensing.
- Be sure to upload the signed approval form before submitting your registration form.
STEP 7: Organization Categories

Your organization will be searchable based on the categories you select. All student organizations must select “All Student Organizations”.

Keep in mind that potential members will be able to sort through all organizations on campus by category when looking for organizations to join, so you will want to pick the categories most relevant to your organization.

Once you have selected categories, select “Next” to move on to Step 8.
STEP 8: Organization Roster

Organization rosters must include a Secondary Contact and at least 6 UGA student members. To add new members, you have the option of adding individuals or adding members in bulk.

Helpful Tips:

- Make sure to include UGA email addresses.
- When adding members in bulk, separate email addresses with a comma, semicolon or line return.
- A green check will appear as roster requirements are met.

You will also have the ability to review your roster by removing members who are no longer active and editing position assignments.

Helpful Tip:

- Keep in mind that members must be on your roster in order to make campus reservations.
**STEP 9: Advisor Information**

Please indicate whether your organization has an advisor. While it is not required, it can be beneficial to have an advisor, who may be University faculty or staff. Community members will not be recognized by the University of Georgia. Please ensure that anyone you identify as an advisor is willing to serve in that capacity.

If you indicated that your organization does have an advisor, you will be asked whether the University sponsors your organization and which department sponsors it. Additionally, you must provide contact information for your advisor. Advisor contact information shared on this page will not be listed on your organization’s public-facing Involvement Network page.

Once you have updated advisor information, you can select “Next” to move on to Step 10.
STEP 10: Constitution Upload

The constitution contains the fundamental principles that govern your organization’s operation. It is recommended that your organization review its constitution annually to update/clarify organization processes as needed. There is a sample constitution available at http://involvement.uga.edu.

Helpful Tips:

- Ensure you have outlined the process for officer elections and/or appointments as well as officer removal
- Ensure you have defined quorum (the number of members required in order to conduct organization business)
- Ensure you have outlined an amendments process for your constitution
- The Non-Discrimination and Anti-Harassment (NDAH) statement must be included in your constitution as written below:
  - Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
  - Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- Officers must be enrolled as full-time students
- Advisors serve as ex-officio members without voting privileges

Once you have uploaded your organization’s constitution, select “Next” to review and submit your organization’s registration.
The final step in re-registering your organization is to review the information provided on the form. You can select the hyperlinked title of each step to navigate to the selected page of the form. **Once you have reviewed your submission, be sure to select the blue “Submit” button.**
Returning to a Submission in Progress

You have the ability to return to your registration submission by accessing your User Drawer in the Involvement Network. You can access the User Drawer by selecting your user icon on the top, right corner of the Involvement Network. From the menu, select “Submissions” to view your form submissions.

From the “Submissions” page, select “Organization Registrations” to view a list of your registration submissions.
Under the “Actions” heading, you have the option to view, print, or delete a submission. Select the icon image of an eye to view your submission. This will take you to the Review Submission page.

You can select the hyperlinked title of each step to navigate to the selected page of the form. Once you have reviewed your submission, be sure to select the blue “Submit” button.
Review Timeline & Communication

Staff will review registrations within 7 business days to ensure registration requirements have been met. Registrations are reviewed in the order of submission. All communication regarding registration status will be sent via the Involvement Network; therefore, it is highly encouraged that you log in to the Involvement Network to verify your registration status. If your registration is not approved, you will be asked to make changes and resubmit your registration.

Organizations who submit registration prior to May 15, 2020 have a higher likelihood of approval prior to reservations for fall semester becoming available. Organizations who have a lapse in registration may lose access to privileges on campus such as the ability to make campus reservations, promote events on campus, receive allocated funding, etc. Organizations who have not submitted registration by May 15, 2020 will become inactive on the Involvement Network.

Organizations approved for the 2020-21 academic year will receive an invitation to sign up for the August Involvement Fair scheduled for Thursday, August 3, 2020 from 7-10:00PM in the Tate Student Center.

Registration questions may be directed to the Center for Student Activities & Involvement at 706-542-6396 or involvement@uga.edu.