# Organization Re-Registration Checklist

## Online Training Modules

The Primary Contact of the organization must complete all five (5) training quizzes on Qualtrics with 100% accuracy.

Modules are entitled:

- 2021-22 Campus Reservations Training Quiz
- 2021-22 Funding and Fund Management Training Quiz
- 2021-22 Trademarks & Promotion Training Quiz
- 2021-22 Solicitation Training Quiz
- 2021-22 COVID-19 Guidelines for Student Organizations Training Quiz

## Annual Registration Form & Roster (involve.uga.edu)

- Update Primary Contact Information
- Ensure there are at least 6 currently enrolled students on the roster
- Ensure a Secondary Contact has been identified
- All members on roster must have UGA email address listed
- If the organization has an advisor, all contact information must be included
- A signed trademark form must be uploaded if there is use of any trademarks or the name of the organization includes "UGA", "at UGA", "Bulldog", etc.
- Ensure address listed is a non-residential address
- When selecting catergories, ensure "All Student Organizations" is listed

## Constitution

Upload revised organization constitution titled “[Organization Name] Constitution 2021-2022”

- Correct NDAH statement listed
- NEW: All members holding an officer position are required to pay the Student Activity Fee
- NEW: Officers are no longer required to be full-time students
- Procedures for officer election, officer removal, amendments, and definition of quorum must be stated

## Final Steps

- Ensure no money is owed to Campus Reservations, Events, and Technical Services (CRETS)
- Submit registration for 2021-2022 academic year by May 28, 2021

Training Quizzes

More Information

Trademark Form