

Organization Re-Registration Checklist

Online Training Modules

The Primary Contact of the organization must complete all four (4) training quizzes on Qualtrics with 100% accuracy.

Modules are entitled:

- 2022-23 Campus Reservations Training Quiz
- 2022-23 Funding and Fund Management Training Quiz
- 2022-23 Trademarks & Promotion Training Quiz
- 2022-23 Solicitation Training Quiz

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

- Update Primary Contact and general information
- Ensure there are at least 6 currently enrolled students on the roster
- Ensure a Secondary Contact has been identified; Secondary Contact must be a current student
- All members on roster must have UGA email address listed
- If the organization has an advisor, all contact information must be included and they must be listed on the roster with the "advisor" officer position
- Organizations including University trademarks (including "UGA", "University of Georgia", "Georgia", "Dawgs", "Bulldogs", etc.) in their name and/or profile image must seek approval by Trademarks & Licensing
- Ensure address listed is a non-residential address
- When selecting categories, ensure "All Student Organizations" is listed

Constitution

Upload revised organization constitution titled "[Organization Name] Constitution 2022-2023"

- Correct NDAH statement listed
- All members holding an officer position are required to pay the Student Activity Fee
- Non-students may not vote on/decide UGA student organizational business
- 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)
- If your organization has an Agency Account, complete the required paperwork with the Dean of Students Business Office
- Submit registration for 2022-2023 academic year by May 31, 2022



Training Quizzes



More Information



Trademark Form



Engagement, Leadership, and Service

Student Affairs

UNIVERSITY OF GEORGIA