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

QR Codes:
- Training Quizzes
- More Information
- Trademark Form

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