

New Organization Registration Checklist

University of Georgia
Engagement, Leadership, and Service

FIRST STEPS

1. Check the Involvement Network (involve.uga.edu) to ensure that the organization does not already exist.
2. The Chief Officer/Primary Contact can submit registration for the organization via the Involvement Network.
 - a. Log in to the Involvement Network (involve.uga.edu) with your MyID
 - b. Select "Organizations" --> "Register a New Organization"
3. The Primary Contact will need to complete the required registration information.

TRAINING QUIZZES

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

The training quizzes are entitled:

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

TRAINING QUIZZES LINK



ROSTER (INVOLVE.UGA.EDU)

- Organizations must have at least six (6) currently enrolled students listed as members on their roster with UGA email addresses listed.
- Identify another officer as the Secondary Contact.

TRADEMARK APPROVAL

Organizations including University trademarks (e.g., "UGA", "University of Georgia", "Dawgs", "Bulldogs", etc.) in their name and/or profile image must seek approval by Trademarks & Licensing for the use of University of Georgia Trademarks and/or logos. Completed approval form should be sent to trademarks@uga.edu after all other registration requirements have been met.



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UNIVERSITY OF GEORGIA

CONSTITUTION

- REQUIRED COMPONENTS OF YOUR ORGANIZATION'S CONSTITUTION:
 - a. Non-discrimination clause (as stated):
 - i. 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 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.
 - b. Elections procedure
 - c. Officer removal procedure
 - d. Quorum
 - e. Amendments procedure
 - f. Student Activity Fee requirement for officers
- Reminders: Only students who have paid their Student Activity Fee may serve as officers and advisors are ex-officio members without voting privileges.
- Upload your organization's constitution titled, "[Organization Name] Constitution 2022-2023"
- Sample constitution can be found at els.uga.edu under "Engagement" then "Organization Resources."

FINAL STEPS

- Be sure to click "Submit" on the final page of the form.
- Please read any and all emails regarding your registration carefully, as changes may be requested.
- Registration for the 2022-2023 academic year is not approved until all required registration information is received and approval is sent via the Involvement Network.
- Questions? Contact ELS at (706) 542 - 6396 or ugaels@uga.edu.

MORE INFORMATION



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