

New Student Organization Registration Process

New clubs are required to have ten undergraduate members, a faculty, staff, or administrator as an advisor and a club constitution.

Attend mandatory informational meeting. Dates can be found online:
<http://www.sandiego.edu/associatedstudents/organizations/meetings.php>

Go to www.sandiego.edu/ToreroOrgs
Log in using your USD username and password. Click on *Organization* tab, then click *Start a New Student Organization*. Complete registration form and submit.

AS Executive Assistant reviews new club registration form for completion and consistency with the University of San Diego's Mission Statement.

The AS Executive Assistant will also email the date, time, and location of the next Student Organization Committee Meeting. At this meeting prepare a 1-2 minute summary of the student organization's mission and goals.

The Student Organization President, ICC Rep, and Advisor will be emailed once the registration form is complete. At this point you may begin submitting ASBC budget requests online.

AS Executive Assistant contacts advisor to confirm his/her agreement to serve and inform individual of upcoming advisor training dates.

The Student Organization Committee will review all of the proposed student organizations and if approved they will be presented to Senate the following week.

Once approved by Senate the President, ICC Rep and Advisor will receive an email from the Director of Student Organizations stating that the student organization is officially approved.

The Leadership Graduate Assistant will then add the President and ICC Rep to the ICC Listserv & Club Advisor to the ICC Advisor Listserv.