

Re-Registering a Student Organization

All orgs are required to retain at least **10 undergraduate members**, a **Faculty/Staff/Administrator Advisor**, and a **Constitution**.

1

Meet individually with an **Involvement Consultant**, attend a **mandatory club registration meeting**, or attend the semesterly **Student Org Conference**. Those who choose to meet individually or attend a group meeting must pass a quiz with at least an 80%.

2

Go to [ToreroOrgs](#) and login using your USD username and password. Click on the **Organization** tab, then click **Start a New Student Organization** to complete registration form and submit it for review.

3

The **AS Activities and Budget Coordinator** reviews the new club registration form for completion and consistency with the [University of San Diego's Mission Statement](#).

4

The AS Activities and Budget Coordinator contacts the **advisor** to confirm their agreement to serve as the club advisor and inform them of [upcoming advisor trainings and resources](#).

5

The individual who submitted the registration form on [ToreroOrgs](#) will be emailed once the registration form has been **reviewed** and is **complete**. (If registration is completed prior to the **expedited deadline**, skip #6.)

6

The AS Activities and Budget Coordinator will then email the date, time, and location of the next **Student Organization Committee Meeting**. The students will present a 2 minute summary of the student organization's mission and goals.

7

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

8

Once approved by Senate the President, Treasurer and Advisor will receive an email from the **Student Organizations Committee Chair** informing them that their organization is **officially approved** for the academic year.

9

The AS Activities and Budget Coordinator will then add the President and Treasurer to the **ICC Listserv** & Club Advisor to the **ICC Advisor Listserv**.

Reminder: All clubs and organizations must re-register every year!

Questions? Contact an [Involvement Consultant](#)!

Visit: SLP 316

Call: (619) 260-4802

Email: usdinvovement@gmail.com

Hint: Click on items with blue text for more information!