

Student Organization Registration Directions for Returning Organizations

****PLEASE FOLLOW ALONG AS YOU REGISTER****

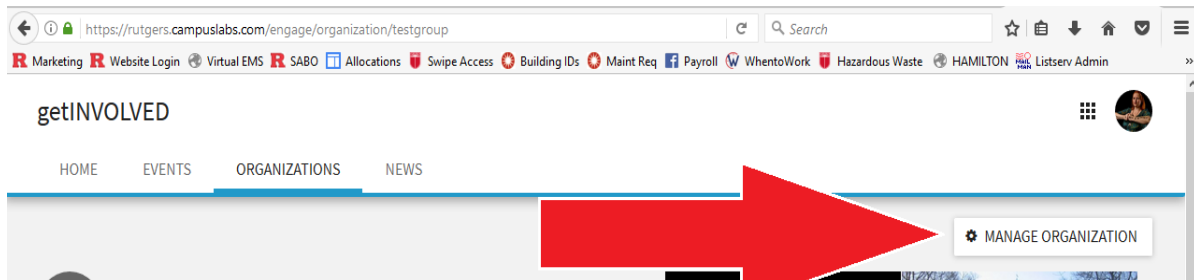
Are you an incoming officer for the 2021-2022 Academic Year? If not, please pass these directions on to one of your incoming officers. You will need to hold an election to select them, so you should review your constitution's election procedures first.

Go to this link <https://rutgers.campuslabs.com/engage/>.

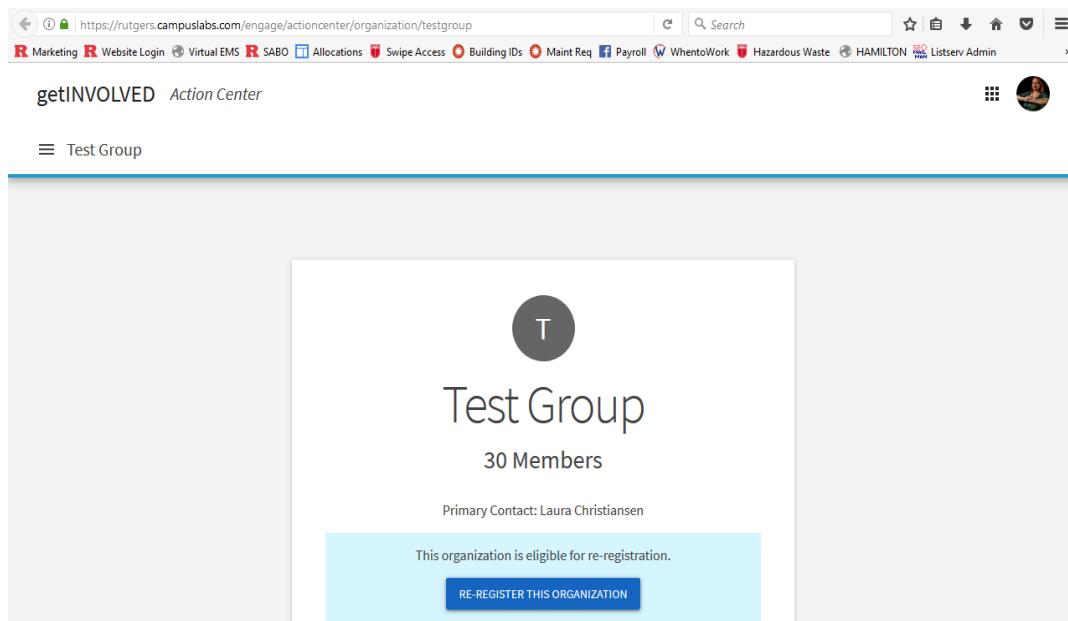
Once you log in (by clicking on the icon at the top right corner and using your NetID and password), navigate to your organization's profile one of three ways:

- Accessing it through your memberships
- Searching for it in the central search bar
- Clicking the organizations tab and searching for it there

Once on your organization's page, click the "Manage Organization" button on the top right, seen here:



This will load a new page, and you should click the "Re-Register this Organization" button to begin. You can only have one pending registration at a time, so this button will not appear if someone from your organization has already submitted a registration.



We strongly suggest that you complete the Update Your Profile Steps before starting Re-registration

Update Your Organization Profile:

- 1) End the Membership of Graduating and Former Members by managing your roster
- 2) Update your Organization Roster with your incoming officers
- 3) Create events for your fall events, and with placeholder information if not booked yet
- 4) Add photos from the past year to your organization gallery
- 5) Write at least one news item to highlight what your organization has done this year, including a photo with the post

Re-registration Instructions

Step 1: Introduction / Checklist

A checklist of items will then appear. Be sure to have all needed information and materials that are outlined in the checklist before you begin the registration process.

Step 2: Organization Data

You will need to input the following:

1. Official Organization Name
2. Organization's email
3. Organization's external website, Social Media Accounts
4. SABO Account Number (Look this up if you do not know it, putting the wrong SABO number will delay reimbursements throughout the next year)
5. Your Assigned Advisor from the past year
6. Who Funds You (RUSA, SEBS, RBGA, etc)
7. You will need to provide names, RUIDs, net IDs, phone numbers and Scarletmail for the following:
 1. 1 Primary Officer
 2. 1 Treasurer
 3. 1 Additional Officer
 4. 1 Faculty Staff Mentor (not required)

Tip: Most of this information is in your organization's getInvolved profile

Step 3: Roster

getINVOLVED will pull from your current profile's roster pertinent information and will confirm that you have at least one Primary Officer (President, Chair, Editor-in-Chief, etc.), Treasurer, Additional Officer. If your roster information is out of date, you may return to your profile and update it accordingly to reflect the upcoming academic year's roster. Once all information is updated, hit Next to continue in the re-registration process. These members must be current undergraduates registered at Rutgers-New Brunswick.

Note: All officers must be full-time undergraduate students registered at Rutgers University- New Brunswick/Piscataway or one of the professional schools located on the New Brunswick/Piscataway campus with a **minimum cumulative GPA of 2.0**. All organizations **are required to have at least 3 officers**. After Primary Officer and Treasurer, your additional officer should be the next highest officer position. **You will need to assign the “Additional Officer” role to this officer to complete the requirements on this page.**

Step 4: Student Involvement Information for Re-Registration

You will need to:

1. Upload an excel file saved as your organization name that in one column lists the netIDs of all members returning in the fall
2. Answer if your organization participates in service, and if so with which community partners
3. Answer if your organization does physical activities
4. Answer where and when your meetings are held (typically), and if they are open to all students
5. Acknowledge that you completed the Organization Profile Updates we listed in the beginning of this document

Step 5: Interests

Select interests that represent your organization. Feel free to assign more than one interest, and note that there are sub-interests available once you click on a given folder icon! You can also rank these interests by simply dragging them higher or lower in order. These interests help match new students with your organization.

Step 6: Rutgers University Hazing Policy Compliance Form (One Page)

Read the entire form, mark off the boxes at the bottom, and simply e-sign your name stating that you understand all policies. Please communicate these policies to your organization’s members. If your organization breaks the Hazing Policies, you will be held responsible within Student Conduct processes as you have committed to informing your members of the policy.

Step 7: Optional: Student Organization Meeting Room Request 2021-2022

Due to changes not yet finalized as a result of Covid 19, this may not yet be active. If the page starts with directions to skip this step, skip it and you will be emailed later the link to complete the requests.

If the page is active, follow the below directions:

If you wish to apply for meeting space for the academic year, there will be a link on the landing page to access this form. Open this in a new tab, and save it if you are not ready to complete at this time.

Once there:

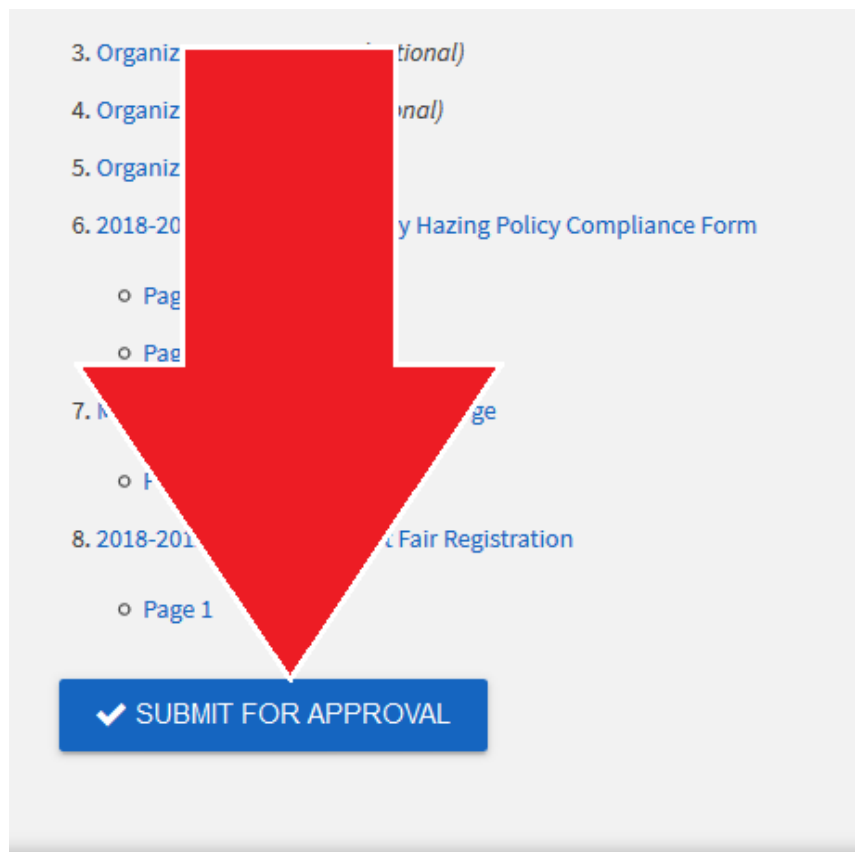
1. Check the box stating that you understand the room request guidelines.
2. Input requested information (organization name, affiliation, contact, etc.)
3. Go through the THREE pages of Step 7, and fill out when you generally prefer meetings. The form will ask you rank top three preferences for campus, day of the week, and time of day.

The meeting room request form is due May 31.

Step 10: Optional: Fall 2021 Involvement Fair Registration

1. Input requested information (organization name, SABO #, contact information, etc.)

When you finish adding your information, please click to submit your registration.



Once you do this, Student Centers and Activities staff members will review your request. **You will not receive full approval until June, after spring grades have been processed.** Your group could receive a preliminary denial if the form is not filled out correctly, or submitted officers are not eligible at date of submission.

Once your re-registration is approved, you will receive an automatic email.

The Primary Contact will receive additional instructions regarding necessary revisions and registration status. Please read these emails carefully.

All registration correspondence will be emailed to your scarletmail address.

Please note: If your organization has updated its constitution in the past academic year and it has not yet been approved by Student Centers and Activities, you must send the updated version to neworgs@echo.rutgers.edu to be reviewed and approved.

Re- Registration Checklist

- First, Elect your officers for the 2021-2022 Academic Year
- Now, take these steps to Update Your Organization Profile:
 - End the Membership of Graduating and Former Members by managing your roster
 - Update your Organization Roster with your incoming officers
 - Create events for your fall events, and with placeholder information if not booked yet
 - Add photos from the past year to your organization gallery
 - Write at least one news item to highlight what your organization has done this year, including a photo with the post
- Gather all contact information for your group (this could include General email address; phone number; *Facebook* page; external website; twitter handles etc.)
- Make an excel spreadsheet saved as your organization name that contains the netIDs for all members returning in the fall
- Gather the Name, RUID, net ID, phone number, and **scarletmail** for at least three (3) organizational officers for the upcoming academic year (Primary Officer/President, Treasurer/Chief Financial Officer, and your Additional Officer, which should be the next highest officer position.)

President Name: _____

President RUID: _____ President netID: _____

President Phone: _____ President Scarletmail: _____

Treasurer Name: _____

Treasurer RUID: _____ Treasurer netID: _____

Treasurer Phone: _____ Treasurer Scarletmail: _____

Additional Officer Name: _____

Additional Officer RUID: _____ Additional Officer netID: _____

Add'l Officer Phone: _____ Add'l Officer Scarletmail: _____

- **OPTIONAL:** Name, net ID, phone number, and campus email of your Faculty/Staff Mentor (This is a full time Faculty OR Staff member at the University chosen by your group. This is not a member of the Student Involvement Staff and this person must be willing and on campus through the 2021-2022 academic year). Having a Faculty Staff Mentor is encouraged but NOT required.

- Brainstorm some searchable interests for your group: choosing and ranking interests helps us recommend personalized [Organizations](#) and [Events](#) for potential members and improves our site search processes. If you think of an interest that isn't listed that you'd like added, after completing re-registration you may make suggestions here: <https://rutgers.campuslabs.com/engage/submitter/form/start/255761>
- Discuss with your new e-board your Meeting Room Preferences for 2021-2022. Consider the days and times you'd like, whether you want to meet in Student Center or Academic Space, which Campus you'd like to meet on, and how frequently you'd like to meet. Also discuss whether location, day, or time is your priority.
- Decide on two members or officers who are available for summer communication to be your contacts for Involvement Fair 2021 Registration. Gather their names, emails, and phone numbers.

Involvement Fair Contact 1 Name: _____

Involvement Fair Contact 1 Phone: _____

Involvement Fair Contact 1 Summer Email: _____

Involvement Fair Contact 2 Name: _____

Involvement Fair Contact 2 Phone: _____

Involvement Fair Contact 2 Summer Email: _____