Instructions for 2017-2018 Club Registration

All **PRESIDENTS** must use the following process to register their club with the Center for Student Involvement & Leadership for the 2017-2018 academic year. Please read ALL instructions before beginning. This is the perfect opportunity for outgoing presidents to show incoming presidents the registration process.

**Step 1 – Organization Profile**

Add or edit the organization profile information using the most up-to-date information for your organization. The organization profile is where prospective, new, and current students will go to learn more about your organization, so this is your chance to showcase what your organization is all about. **TIP:** Organization contact information pertains to the organization, *not* the President. If you have a special email address, mailing address, etc. for the organization, please list it here.

**Step 2 – Organization Profile Picture**

Add/Edit the organization profile picture by selecting a photo that captures the essence of your organization, as well as the eyes of those exploring Get Involved.

**Step 3 – Organizational Interests**

Select all relevant interests of the organization. Interests will be used to recommend your organization to potential new members who have similar interests. The more relevant interests you select, the more likely you are to make a match.

**Step 4 – Officer Updates**

Use the “Add Positions” tab to add the president, vice president, secretary, treasurer, and faculty/staff advisor for the 2017-2018 academic year. Next, scroll to the bottom of the page to remove old officer positions by selecting the box on the left side next to the previous officer’s name/position and clicking “Remove”. Please note that any duplications in officer positions will cause the form to be denied. **Note:** You must remove each position individually before moving on to the next page. Use the “Add Members List” tab and enter member email addresses. The system will then send them an invitation to join the organization.

**Step 5 – Contact Info**

Complete the Contact Information Form with the President, Vice President and Treasurer's phone numbers. This information is helpful when CSIL needs to contact your organization regarding special events, reserving spaces, and/or any other important information involving your organization.

**Step 6 – Constitution/Bylaws**

Upload an electronic copy of your Organization’s Constitution or Bylaws. Organizations affiliated with a national organization must submit their LOCAL Constitution or Bylaws. Note:
Any amendments to the constitution or bylaws of each organization must first be approved by the Student Senate before they will be accepted.

**Step 7 – Advisor Agreement**

Print and deliver the Advisor Agreement Form to your Organization’s faculty/staff advisor for his/her signature and then return it to the Center for Student Involvement & Leadership (SMC 118).

**Step 8 – Banking**

Follow the link to print the Banking Center Signature Sheet and obtain the signatures of the President, Treasurer, and faculty/staff advisor. Once all signatures have been obtained, return the form to the Banking Center located in the SMC. Completion of this step allows those listed on the form to access the Organization’s funds. Note: Organizations without a Banking Center account DO NOT need to complete this step.

**Step 9 – Reservations Management (Astra)**

Follow the link to the Astra registration form and list the 2 officers who will be responsible for making reservations on the organizations behalf. Astra is the online reservations portal utilized by Millersville where your organization will go to reserve campus space for meetings and special events on an as needed/available basis.

**Step 10 – President’s Agreement**

Read and review the President’s agreement and type your name in the box provided to indicate that you have read, understand, and agree to the information outlined in the form.

**Step 11 – Required Organization Training**

Lastly, each organization’s president and treasurer are required to complete an annual training (the president may assign a designee in the absence of the treasurer). This training has been designed to equip the leaders of the organization with the tools they need to successfully navigate the new academic year and includes: financial management tools, Astra reservations system overview, MU Student Org policies/procedures, etc.

**There are two ways to complete this training:**

1) **Attend the in-person Club Leadership Training scheduled for Sunday, Sept. 10, 2017 in SMC**

2) **Complete 3 Online Club Leader Modules via D2L. Modules will be available late summer.**

Press “Submit for Approval” to complete the online registration. You will receive a message once your online registration has been approved. If your registration is denied, you will receive information on what is needed to complete the registration.

Please contact the CSIL office if you have any questions regarding this process at csil@millersville.edu or 717-871-7057.