ORGANIZATION RENEWAL CHECKLIST

2020-2021 RENEWAL DEADLINES
Fall Orgs: June 15, 2020
Spring Orgs: February 15, 2021

☐ Contact the outgoing officers and ensure they have turned over "Administrative Access" to the person who will complete renewal

☐ Contact your advisor and confirm they plan to continue serving in that role throughout the upcoming year

☐ Prepare everything you will need to complete the renewal in MySource. This includes your full membership roster, officer and advisor contact info and the most recent version of your constitution

☐ Login to mysource.ua.edu and complete each step of the organization renewal

☐ Complete the Online Child Protection and Hazing Policy (CPHP). The form can be found at the bottom of our Renew and Org webpage.

☐ After the renewal has been approved in MySource, officers must complete the mandatory annual training requirements determined by the Office of Student Involvement. Detailed instructions will be provided via e-mail.

Detailed instructions for each item on this list can be found on the next page. If you have questions about this process, contact uainvolvement@ua.edu.

ORGANIZATION RENEWAL INSTRUCTIONS

STEP 1 Confirm Org Meets Minimum Requirements

- At least 10 active members on your roster including officers
- Officers must include a President, Vice President and Treasurer who are all UA students
- A full-time UA faculty or staff member to serve as your advisor
- A constitution that meets the required guidelines found in the Constitution Writing Guide

STEP 2 Transfer Administrative Access

- Login to MySource and select the organization where you want to make admin access changes. Your orgs are listed under "Memberships."
- On the next page select "Manage Organization"
- Open the menu in the top left corner and select "Roster"
- Find the member you want to assign as an officer and click the pencil icon to the right of the member's name.
- Select the position you want to assign the click "Save"
- Select each Position that the member should now have. Once updated, Click "Save" to keep your changes.

If the member you are looking for is not on your roster, click "Invite People" in the top right corner, enter their crimson e-mail address and click "Add E-mail Addresses." The invited member then needs to login to MySource and accept the invitation. Once accepted, go back to the roster and follow the steps above to transfer access.

STEP 3 Complete Annual Renewal in MySource

- Login to MySource and select the organization due for renewal
- On the next page select the blue button that says "Re-register this organization"
- Read the instructions for each step and update everything that has changed since the last renewal. This may include your constitution, org profile description, membership requirements, contact information, etc.
- At the end of the application click "Submit for Approval" and then click "Finish"