Create an Org
Information Packet 2021-2022

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Video Tutorial, documents, and resources also available online at
http://thesource.ua.edu under “create an org” tab.
Basic Information

Thank you for your interest in becoming a registered student organization at The University of Alabama. There are a variety of organizations available to student at UA and we hope that yours will add to the unique fabric that is student engagement at The University of Alabama.

Attached to this packet is information about the Organization Creation process. Please be sure to gather all the information required and requested on the following checklist before beginning the organization creation process on MySource which is our online organization management portal. Before creating a new organization, review current organizations at mysource.ua.edu to see if there is an existing group that has the same name or a similar purpose/goal. If no organization exists, you can consider moving forward with this process.

No group will be allowed to establish whose mission, purpose, and or name closely resemble that of another group already in existence on UA’s campus without providing proof of how the groups differ and receiving approval from the Office of Student Involvement. In addition, no group will be established whose proposed mission/vision conflicts with that of sustainable, long-term student organizations.

Once your new organization is approved, you will fall into a period of time that we can Provisional Status. During your provisional status, your organization **will NOT** have access to Financial Affairs Committee Funds from SGA, and at the conclusion of the period will be required to produce evidence of effective member recruitment and completion of at least 50% of the goals established during your application for organization creation. Representatives of The SOURCE Board of Governors and/or the Office of Student Involvement will do this follow-up.

The benefits to recognition as an official registered student organization at UA include:

- Use of University facilities including Ferguson Center meeting rooms (free or at a discounted rate)
- Sponsorship of events, on-campus solicitation, and fundraising activities
- Organization support services (through The Office of Student Involvement)
- Eligibility to apply for FAC in accordance with University procedures and regulations (*at conclusion of provisional status and if organization type is eligible for funding*)
- Computer and Copier Use in The SOURCE Resource Center when available
- Opportunity to participate in annual fall and spring Get on Board Day
- Inclusion in the online Student Organization Directory at mysource.ua.edu
- Access to consultation services with the Student Involvement Office professional staff on organizational issues (i.e., conflict resolution, officer transition, constitution review, mediation, etc.)
- Free advertising of program/activities in the Ferguson Center
- Opportunity for recognition through the SOURCE Awards Banquet called the SAL Awards
- Eligibility to advertise, register, and host events on campus *at the conclusion of your provisional period*
Recognition and Association to UA

Without official recognition, your organization may be denied access to UA facilities and prohibited from taking advantage of other campus resources and services. If you are operating as a Student Organization, you are required to register.

Registered student organizations are private, voluntary associations and are not official components of The University of Alabama. Registration allows student organizations to enjoy basic privileges granted by the institution when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization, its views, or the activities of the group; and The University of Alabama and the Student Involvement in no way accepts liability for the actions of registered student groups.

Groups requiring additional approval steps or consideration

There are some organizations which may choose to register that will require additional approval, information, or recognition before being approved. Below is a list of some of those groups. This list may not be an exhaustive list. However, if deemed appropriate, the Office of Student Involvement may choose to gather additional information or require supplemental steps before approving the group for official recognition. The following are among the list of organization types that may require additional approval:

- Social/Fraternity Organizations - If you are an organization that is seeking recognition under social/fraternal organizations protected by Title IX, then additional steps may apply, as required by the Office of Fraternity and Sorority Life (OFSL) and in conjunction with The SOURCE. You will need to contact OFSL before beginning the creation process to gain colonization approval.

- Honor Societies - Honor Societies are deemed as any organization, which serves an academic purpose, but selects membership or invites students to membership. Their registration process includes additional questions regarding their selection and membership criterion, as well as statements regarding ethical behavior. These organizations may be eligible for membership in the Coordinating Council for Honor Societies (CCHS). The Office of Student Involvement currently recognizes any organization that meets the criteria for membership in the Association of College Honor Societies (ACHS) or has demonstrated longevity/history in its operation with UA or a national body for at least 3 or more years as the category of "Honor Society". Any organization that does not currently meet that requirement is considered an "Academic" group and should utilize best practices in recruiting similar to our non-honor society organizations. Groups who are conferred the official category of “Honor Society” may be eligible for limited access to request membership recruiting assistance from the Office of the Registrar when necessary.

- Sports Clubs - Sports Club organizations are registered organizations, which also have a relationship to the UREC Office of Competitive Sports. These organizations are governed by the same guidelines of student organizations but are also required to adhere to any guidelines related to sports clubs as established by that governing office.

- Groups with mentoring, outreach, or service as a mission - The University of Alabama has a Youth Protection Policy which helps provide proper parameters and guidance to programs and services involving minors (anyone under 18 yrs of age or individuals who are above the age of 18 but are under the care of an adult) that may be hosted by an organization both on and off campus. Organizations whose mission involves the mentorship, care, or activities involving minors may be subject to additional approval procedures.

- Groups whose primary missions involve international travel - Student Organizations who plan to promote activities abroad may be required to provide additional information regarding the formation of

- Groups who may engage in activities that may be considered high risk - Student organizations who may be engaging in regular or frequent activities that may be deemed high risk will be evaluated on a case-by-case basis.

All organizations must renew registration every year and registration requirements are subject to change or update. Reminders will be sent via e-mail and announced using a variety of marketing/publicity methods.
Create an Org - Approval Information

An organization that has not been registered with The SOURCE previously is considered a New Organization. All NEW organizations must go through a 1-month status called a “Provisional Status” where they will be allowed to do nominal business of the organization. During this timeframe, the organization must do the following:

1. Identify an advisor that is a full-time faculty and/or staff member (Needed prior to application)
2. Successfully submit a New Organization Registration via mySOURCE.
3. Submit a signed Child Protection and Hazing Policy Acknowledgement, signed by the President, Vice President and Advisor via our online form submission process
4. Attend a New Organization Workshop hosted by The SOURCE (Coordinated after initial approval via a date or process provided by The Office of Student Involvement)
5. Successfully recruit and add at least 10 official members to their organization roster (within the 1st month)
6. Establish and complete at least 50% of their submitted “Sustainability Goals” within the first month.

2021-2022 Application Deadlines

The following application deadlines are designed to provide you with a snapshot of the applicable timelines for creating a new organization at The University of Alabama. Prior to starting the process of creating an organization, we suggest that you review this document in its entirety and consider scheduling a meeting with the SOURCE Director of New Organizations and Initiatives. If you are considering starting an organization that may require additional approval (see “Additional Approval” section), then we strongly encourage you to email us at uainvolvement@ua.edu to set-up a meeting with one of our professional staff members.

Priority Deadline – Rolling Submissions

July 1, 2021 to August 1, 2021 (Provisional time – September 1st – September 30th)

This a PRIORITY DEADLINE for any new student organization that wishes to be approved for 1st day of classes of Fall 2020 and one that wishes to participate in Fall Get On Board Day, Organization Takeover, or any early fall activities. Applicants who are not able to make this deadline will not be able to participate in major activities.

Remaining Fall & Spring Deadlines

Applications received will be reviewed in bulk. New organizations are approved as a cohort. This allows for our office to host training and other items with a collective group. During the month of your application, the first 15 days of the month would be reserved for administrative needs and could include some of the following:

- Staff from the Office of Student Involvement would review your application materials, follow-up on any issues, and communicate any changes needed to proceed with to approve your application. Applications will typically go through this review between the 1st and 15th of the month.
- The organization would be scheduled for and attend a required New Organization Workshop, also known as NOW Workshop during the month of application.
• The organization would meet with our Director of New Organizations & Initiatives to discuss any necessary changes or resources needed from the Office of Student Involvement or on campus.

Submissions will only be reviewed after each deadline

• Deadline 2: September 1, 2020 (Provisional Time- October 1st - October 31st)
• Deadline 3: November 1, 2020 (Provisional Time- December 15th – January 15th)
• Deadline 4: February 1, 2021 (Provisional Time- March 1st – March 31st)
• Deadline 5: March 1, 2021 (Provisional Time- February 1st – February 28th)

Submissions will not be accepted after the March deadline for the 2021-22 academic years. The new cycle typically opens in July for the next academic year.
Create and Organization Checklist

Account Login & Creation
1. Visit mysource.ua.edu
2. Click the “Login” button in the top right corner
3. Use your mybama credentials to login
4. Update your personal profile by completing the steps under your profile picture

Minimum Requirements
1. 10 members, UA Students, and their names and crimson email addresses. These official members will be listed on your organization roster.
2. A President, Vice-President, and Treasurer (mandatory officers) with a crimson email address & phone number
3. A faculty or staff advisor, who must be a full-time employee of the University of Alabama
4. A UA Constitution (See “Constitution Writing Guide” sheet for template found on SOURCE website)
5. Organizations must submit a list of 4 measurable goals for their 1-month provisional status
6. Mandatory officers must complete a New Organization Workshop and other training requirements as determined by the Office of Student Involvement
7. Submit a signed Child Protection and Hazing Policy Acknowledgement, signed by the President, Vice President and Advisor via our online form submission process
8. Submit proof of completion of their sustainability goals to be moved from Provisional Status to an active Student Organization. Active status allows access to FAC funds and other full privileges. If criteria are not successfully met, the organization will remain on provisional status for an additional month.

Create an Org: Part 1
1. Review all minimum requirements
2. Find and confirm a full-time faculty or staff member to serve as the organization advisor
3. Login to mysource.ua.edu and click the “Forms” tab at the top of the page

Note: You must have a confirmed advisor to complete Part 1 of the registration process. After your proposal has been reviewed, you will receive feedback and next steps. Proposals are not automatically approved, and you may be asked to revise and resubmit.

Create an Org: Part 2
1. Review proposal feedback and recommendations
2. Mandatory officers should complete New Organization Training requirements and next steps to ensure all minimum requirements have been met
3. Register your New Organization in MySource
   1. Login to your MySource profile & select the “Organization” tab
   2. At the bottom left of the page click the “Register a New Organization” button
   3. Complete each step of the form (including the Child Protection and Hazing Acknowledgement)
   4. Click “Submit for Approval” once all your information has been entered
   5. Click “Finish”