



ORGANIZATION RENEWAL CHECKLIST

*Renewal Deadlines
Fall Window: June 15th
Spring Window February 15th

HOLD ELECTIONS

Before starting the registration renewal process, each organization should hold their regular elections for the upcoming year to ensure the required officers (president, vice-president, and treasurer as well as faculty advisor) submitted during the registration process remain in office for upcoming school year, once the registration window closes unless due to unforeseen circumstances. ***Best practice is to check in with your advisor to confirm they plan to continue serving for the upcoming year.**

ASSIGN ADMINISTRATIVE ACCESS

Former officers should give newly elected officers, especially the officer completing the registration, administrative access in My SOURCE. To do this, login to mysource.ua.edu with your my bama info & start on the “Home” page.

1. On the side profile tab, under “My Organizations” select the organization that you wish to access.
2. Once the correct organization is selected, click on the tab in the top bar that says “Roster.”
3. Then click on “Manage Roster” on the right of that page.
4. Locate the member you’d like to promote to an officer position on the Current tab. ***If they are not on the roster, you will have to add them with the “Invite People” button.
5. Click “Edit Positions” to the right of the member’s name and assign them either president, vice president, or administrator to give administrative access.
6. 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 My Source and accept the invitation. Once accepted, go back to the roster and follow the steps above to transfer access.**

Complete Child Protection and Hazing Form.

This form should be initiated by the current president and signed by the president, vice-president, and faculty advisor using Docusign. Once the advisor signs, Docusign will notify you via email and you can download a copy of the signed form. This document will be required as part of submitting the application in **My SOURCE**. The form can be found here:

<https://thesource.sa.ua.edu/organization-registration/renew-an-organization/>.

SUBMIT REGISTRATION APPLICATION.

1. Login to **My SOURCE** & select the “Involvement” tab found under your name.
2. Select the organization you wish to register under the “Current Memberships” tab. Once you click the name of the organization for renewal, you should see the “**Manage Organization**” button.
3. Click that “**Manage Organization**” link and you will then be taken to that org’s homepage.
4. Select the blue “**Re-Register This Organization**” Button, which will appear under your Group name in a blue bar across the page.
5. Fill out the appropriate information (Updated officer, advisor and organization contact information, mission/purpose). **Make sure all of the officer contact information entered matches the officers on the roster portion** of the application!
6. **Update the Roster** to reflect the full and current membership, required officers, and faculty advisor (a Fulltime employee of the University of Alabama). Each org must have at least 10 student members (who’ve logged into My **SOURCE** and confirmed their membership of your org) and only crimson emails should be listed on the roster.
7. **Upload the most recent version of your constitution** that meets UA Guidelines. (**Constitution writing guide and sample found at thesource.sa.ua.edu**).
8. **Upload the completed Child Protection and Hazing Form** with all 3 required signatures into application.
9. **Click “Submit for Approval”** and then **Click Finish** so that the electronic application is received by our office.

If you have any questions please contact Student Involvement at uainvolvement@ua.edu (REV. 3-25-22).