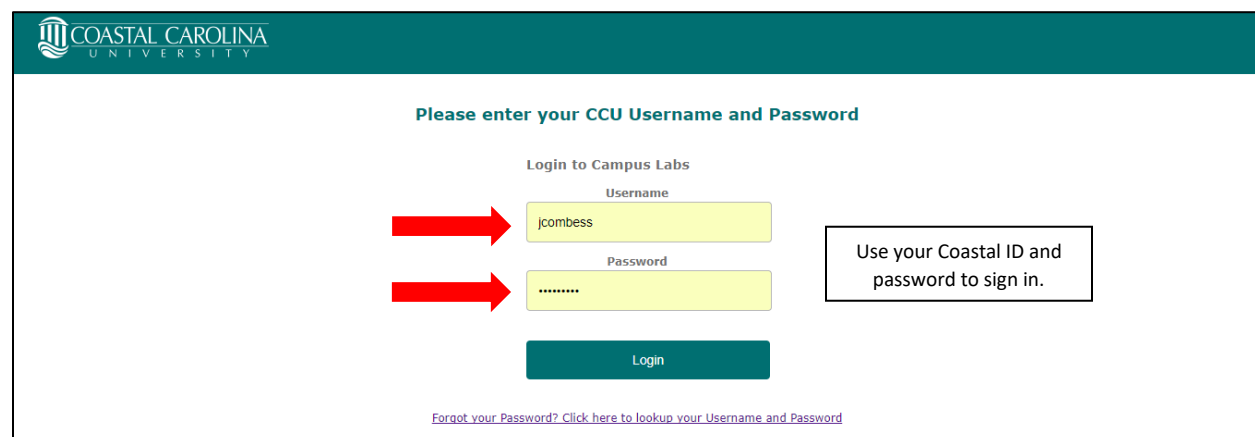
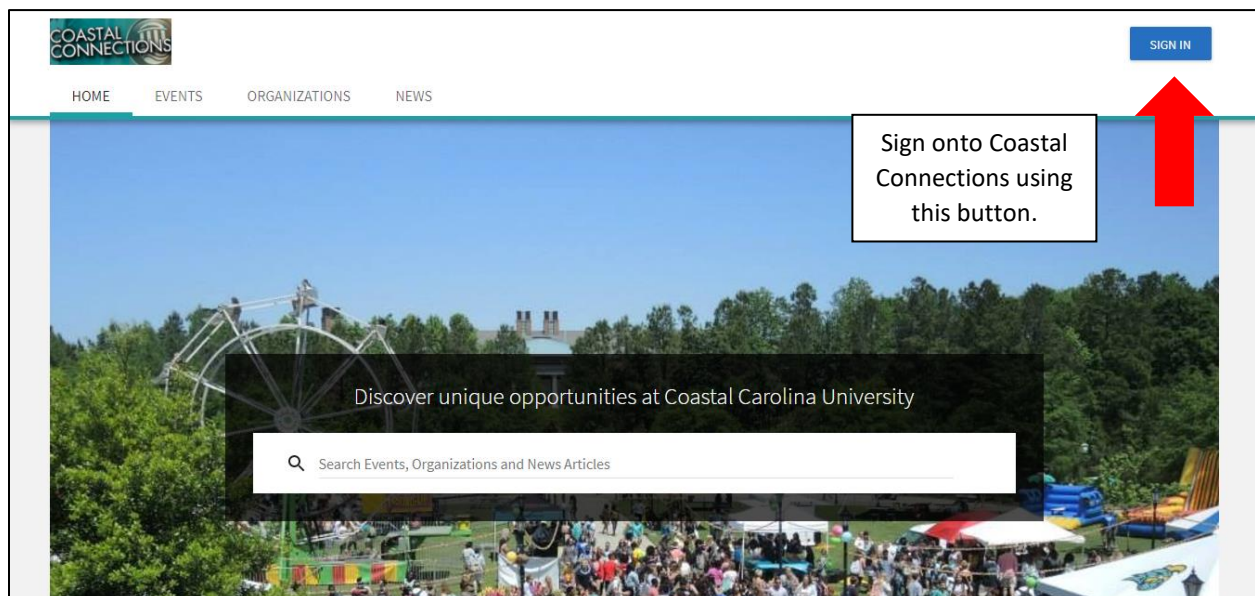
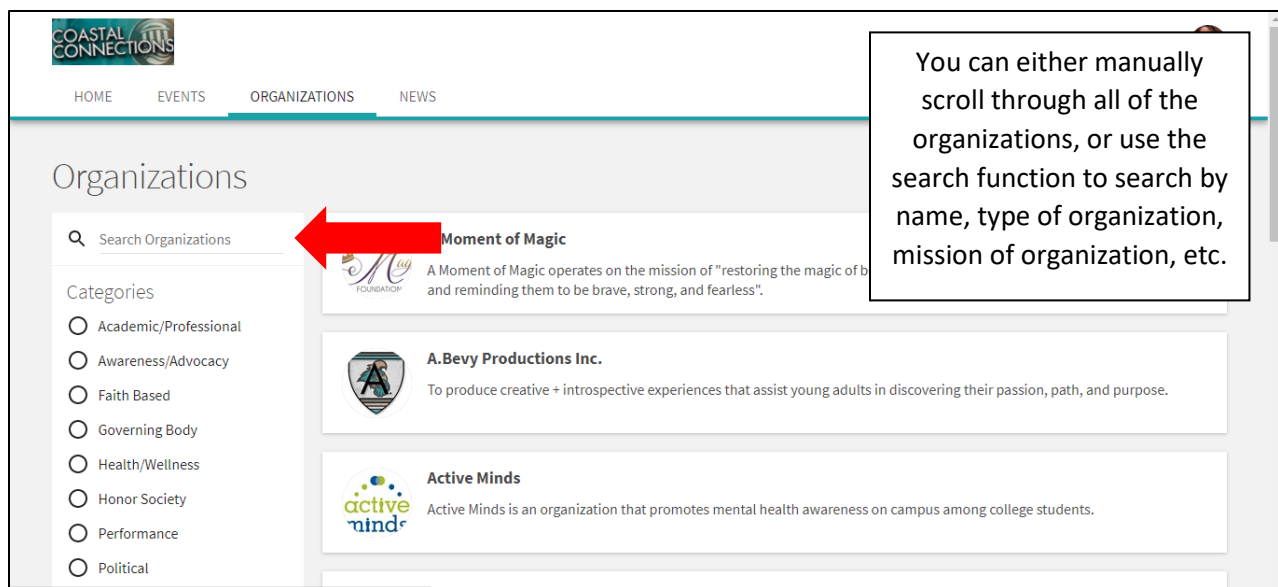
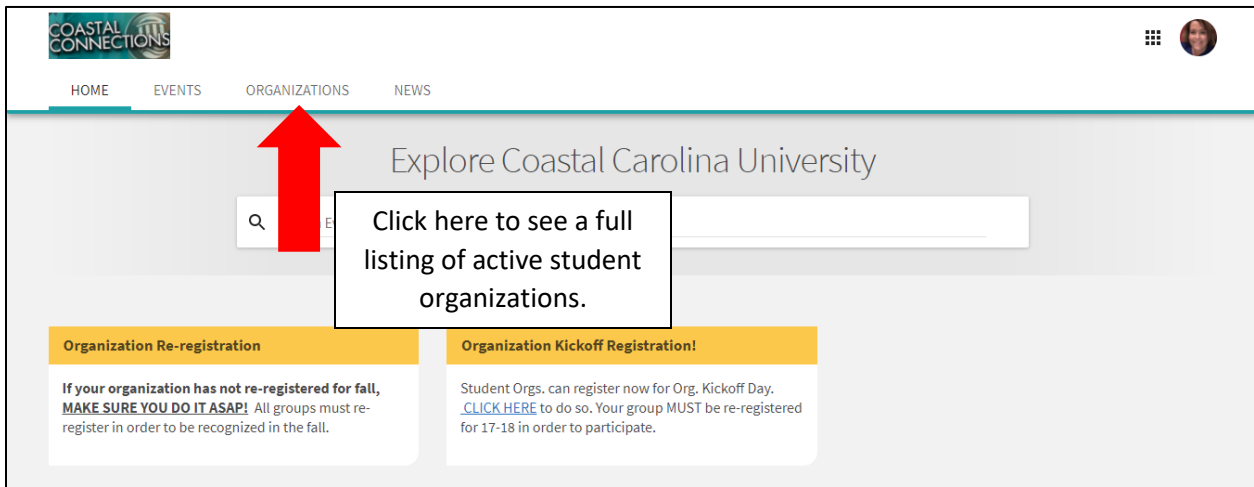


Starting a New Student Organization at Coastal Carolina University

1. Log onto Coastal Connections (www.coastal.edu/coastalconnections) using your CCU username and password and look at all the current student organizations. If you find one that has the same mission as the organization you are considering starting, we encourage you to contact that organization and get involved. If there is no organization similar to the one you want to start, you can continue on to the next steps.





2. If an organization with the same mission does not already exist, you can begin the process of starting a new student organization. To begin this process, gather the following information.
 - Name of the organization
 - The mission/purpose of the organization
 - Any social media accounts or outside websites (if applicable)
 - Main contact person information
 - Membership dues (if any)
 - Name and email address of the advisor, president, treasurer, and 5 other general members.
 - The organization's interests (leadership, outdoor, gender based, entrepreneurial, etc.)
 - A profile picture for the organization (if you have one)

- The category of the organization (fraternity and sorority, faith based, general interest, honor society etc.)
- Your organization’s constitution (sample constitution available at <https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/>)
- Signed “Adviser Confirmation Form” and Student Organization Yearly Agreement” forms (can only be filled out once you have secured a president and an adviser).
These forms will be uploaded during the registration process.

It is better to have ALL of this information together before you try to register. It will make the process smoother for you and your fellow organization members.

Please note: Only the primary contact (usually an executive board member) can register an organization on Coastal Connections.

The following slides will further detail the Coastal Connections registration process. If you have any questions about any of these steps, please see the Student Organization Resource Center (SORC) (LSU A202) or the Office of Student Life (LSU B213).

Active Minds
Not Available

A.Bevy Productions Inc.
Not Available

African American Initiative for Males
Available

RE-REGISTER

A Moment of Magic
Not Available

NEXT >

Scroll to the bottom of the next page and click "Register a New Organization."

Register New

REGISTER A NEW ORGANIZATION



Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

Student Organization Re-Registration for the 2018-2019 academic year is now open.

All student organizations, no matter what type they are (fraternity, sorority, club sport, honor society, special interest club, etc.) **MUST re-register** in order to operate as a recognized student organization during the next academic year.

In order to re-register, you must have the following items.

- Updated Organization Constitution - *A CURRENT CONSTITUTION/BYLAWS MUST BE UPLOADED WITH REGISTRATION* - [Click here for a sample constitution.](#)
- A completed [Adviser Confirmation Form](#) and a completed [Student Organization Yearly Agreement](#) (will upload during re-registration).
- Current roster of your members (must include at least 7 individuals - this includes your e-board) - If you do not have 7 members you cannot re-register.

If you have any questions or concerns, please contact the Coastal Involvement Specialists in the SORC (LJSU A202) at 843-349-2724 (cis@coastal.edu), or Jessica Combess, Director of Student Activities and Leadership at 843-349-2656 (jcombess@coastal.edu).

Once you have all your items together and are ready to register your organization, click "Next"



NEXT >

General Information


*Official Organization Name

Acronym/Nickname

*Organization Description Summary

254 characters remaining

Organization Description



Organization Description

On this page, type in the Organization's FULL Name, and add an optional acronym/nick name.

Secondly, provide a short summary of what your group is under "Organization Description Summary," and then a full description (if there is further information needed) under "Organization Description."

Website

*Organization Web Site URL

<https://coastal.campuslabs.com/engage/organization/>

External Website

Social Media

Facebook Page URL

Twitter Username

Flickr Feed URL

Instagram Page URL

Google+ Page URL

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

Vimeo Page URL

Under the "Website" option, you will be creating your group's URL. Enter only the group's desired URL information.

For example, if you want your group's page URL to be <https://coastal.campuslabs.com/engage/organization/testorganization>, you would only enter "testorganization."

You may also enter any existing external webpages or social media accounts/handles here (either for your group or a national chapter).

**This is optional

Organization Contact Information

Email

Street Address

Street Address Line 2

City

State/Province

ZIP/Postal Code

Country

Phone Number

Extension

Fax Number

You have the option of entering organization contact information. We DO NOT recommend using personal addresses in this area, as it is public.

If you choose to use this area, think about using your advisor's office or other location.

Additional Information

* How much are your membership dues/fees?

Dues depend on the organization. Your group does not have to charge dues to your members, but if you do, remember to keep them in line with the mission of your organization.

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Student Organization Forms

All student organization's 2018-2019 presidents and advisers must complete, sign, and upload the below forms in order to be approved for re-registration.

* STUDENT ORGANIZATION YEARLY AGREEMENT

Print off, sign, scan, and upload the "Student Organization Yearly Agreement" Form.

To print off the form, [CLICK HERE](#)

UPLOAD FILE

* ADVISER CONFIRMATION FORM

Print off, sign, scan, and upload the "Adviser Confirmation" Form.

To print off the form, [CLICK HERE](#)

UPLOAD FILE

Upload the "Student Organization Yearly Agreement" and the "Adviser Confirmation" here. You can either scan in the documents, take a photo with them on your phone, or use other methods – we just need to see the form (please write legibly).

If you have having trouble with the links above, visit this link for the direct website:

<https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/>

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Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws

Choose File No file chosen

Upload your group's constitution/bylaws. **THIS IS THE MOST COMMON REASON ORGANIZATION'S APPLICATIONS ARE DENIED.** Make sure your constitution contains all of the information found in the template.

This document should be able to sustain over several years. Keep the contents as general as possible and think long term when developing the document. (Do not include names and think long term about your executive board structure).

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Organization Categories

Available Categories

Academic/Professional

Awareness/Advocacy

Faith Based

Governing Body

Health/Wellness

Honor Society

Performance

Political

Assigned Categories

Click on various
“categories” to the left
that describe your group.
You must have one, but
can have as many as are
applicable.

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Organization Interests

Select Interests

Academic

Art

Culture

Faith & Religion

General

Ideology & Politics

Media

Rank Interests

In order to help
individuals relate their
interests to their own,
click on any special
interests that describe
your group.

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Select members to fill the Positions in your Organization

View Organization Roster Requirements

Fulfill your Organization's Roster Requirements

At least 1 President

At least 1 Adviser

At least 1 Treasurer

At least 7 total participants

In order to be a group at CCU, you must have a total of 7 members and 1 adviser. One of these members must be the president of the organization and one must be the treasurer.

In this area, you will need to list the names and CCU email addresses of each of your members and the adviser. Use the "position" option to assign positions to each person.

If you would like to table on campus in order to gain interest for your club before you register, email jcombess@coastal.edu. This is an excellent way to get interested members.

Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions

Add multiple Members in bulk

Position	* Email
<input type="text" value="Member"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

Profile Picture

Current organization profile picture

Choose File No file chosen

A picture is worth a 1000 words – if your group has a logo, mark, or other profile picture, upload it here.

**Please keep these appropriate and do not use university marks (i.e. logos, Chauncey, etc.)

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SORC Card Access 2018-2019

The Student Organization Resource Center (SORC), is a room that is open to all of our student organizations and offers registered student organizations the following resources:

- Computer stations
- Access to the SORC for small meetings
- 1000 black & white copies per academic year
- 250 color copies per academic year
- Ability to reserve space on campus
- Butcher block paper
- Ability to post flyers on campus
- Banner spaces on campus
- Helium to blow up 50 balloons/year (balloons and string not provided)
- Supplies to create 100 buttons per academic year
- Mailbox for on campus and off campus mail
- Cold and hot press lamination
- Sidewalk chalk
- Arts & crafts supplies including markers, scissors, glue
- 35 lockers (determined via lottery which takes place each fall)

The Student Organization Resource Center (SORC) is located in the Lib Jackson Student Union, Room A202. It is open to ALL student organizations and has various supplies and meeting spaces available to your group.

Each group is allowed to have five individuals to have ID access to the room outside of normal hours. This means, if the room is closed, those individuals can scan their ID and get into the room (even if it not currently staffed).

If you would like certain members have access, you will need to provide their first and last name, CCU email, and Student ID number on this form.

Mailbox Request

Please complete this form if your organization is wants to have a mailbox in the Student Organization Resource Center (SORC) in the Lib Jackson Student Union, A202

The boxes are free to use, and will be assigned on a first come, first served basis. **Groups WILL NOT retain their box - in order to have a mailbox during the 2018-2019 year, you must fill out this form.**

If you group receives mail and you do not have a mail box, it could be shredded.

Group Name

Mailboxes for all groups are also available in the SORC. If you would like your group to have a box, fill out this form.

- This organization would like to request a to use a mailbox for the 2018-2019 academic year. This box would be located in the Student Organization Resource Center (SORC), which is located in LJSU A202.


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Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

 PRINT

In Progress

asdf

1. [Instructions](#) *(optional)*
2. [Organization Profile](#)
3. [Student Organization Forms](#)
 - [Page 1](#)
4. [Upload Constitution - Bylaws](#)
5. [Organization Categories](#) *(optional)*
6. [Organization Interests](#) *(optional)*
7. [Organization Roster](#)
8. [Organization Profile Picture](#) *(optional)*
9. [SORC Card Access 2018-2019](#)
 - [Page 1](#)
10. [Mailbox Request](#)
 - [Page 1](#)

YOUR APPLICATION IS NOT COMPLETE UNTIL YOU CLICK "SUBMIT FOR APPROVAL."

Once you click this, you cannot alter your application until it has gone through the approval process, so feel free to use this screen and make sure all the information is correct.

 **SUBMIT FOR APPROVAL**

 DELETE SUBMISSION

Once you click "SUBMIT FOR APPROVAL," your application will be reviewed and either approved or denied. If approved, you will receive a packet that outlines your next steps in being a successful student organization at CCU. If is denied, information on what needs to be changed will be provided so you can adjust and reapply.

If you have any questions about this process, please feel free to reach out to the SORC (LJSU A202, CIS@coastal.edu, or 843-349-2724) or email Jessica Combess at jcombess@coastal.edu.