Annual Renewal Process – Step One:

**TRANSITION (update) your organizations' Blugold Connect profile.**

**You must have Administrative access to your org portal to complete this information*** (If you need access, please contact the Activities, Involvement, and Leadership office OR your organizations' previous president.)

**You will be required to submit a 2021-2022 Constitution Form (and have it approved by the Student Organizations Commission) before you’ll be able to complete your organizations’ “TRANSITION” information**

(Be sure you SAVE your APPROVED 2021-2022 Constitution Form within your organizations’ Blugold Connect portal under the "Documents" tab for future reference.)

**How to Transition your student organization:**

1. **Make sure you are logged into Blugold Connect using your UWEC username and password**

2. **Click on the person icon in the upper right and select “Admin Dashboard”** (if you do not have this option it means you do not have administrative access to your organization’s Blugold Connect portal (contact the Activities, Involvement, & Leadership office to obtain admin access.)
3. From your Admin Dashboard hover over the left-hand side navigation menu and select “Organizations” to bring up the organizations list. (Click on your student organization.)

4. In your Organization screen you will see all the organizations that you have administrative access to. To the right of your organization’s name and under the status category, you will see that your organization is “In Transition”

5. Click on the three (3) dots to the far right of your organization’s name and select “Transition” - the next screen will be your “Transition” screen!
6. Fill out/update the information within the organization transition window – the form will prompt you to fill out your:

- Organization purpose and description
- Category
- Contact information
- Upload a photo, embed a YouTube video within your description, and upload a President’s letter.

- Upload your “APPROVED” 2021-2022 Constitution Form within the Constitution Form field. (Your approved 2021-2022 Constitution Form must be completed before you can submit your org transition information.)

- Org roster/membership information (once you’ve completed the transition process, you will be able to mark old members as “former”, update any position changes for your current members, and add in any new folks that joined – see image below.)

- You must update Executive Board members - this is how your Executive Board will gain administrative access to your Blugold Connect portal

- Sign the Student Organization Code of Conduct Agreement

- Sign the Student Organization Annual Renewal Requirements Acknowledgement

- Fill out information about your advisor
7. When the transition form is completed scroll to the top of the page and click the GREEN “Submit for Approval” button in the upper right-hand corner.

8. You will receive an email from “Presence” (NOT UWEC or Blugold Connect) once the Student Organizations Commission has approved your Org Registration/Transition Form (Blugold Connect Profile update)

9. **ONLY AFTER YOUR TRANSITION REQUEST HAS BEEN APPROVED WILL YOU SEE THE CHANGES REFLECTED ON YOUR ORGANIZATIONS’ PAGE!**

**Annual Renewal Process – Step Two:**

Complete the online Student Organization Leadership Training Tutorial – Kaleidoscope 2021-2022. The training will be available starting September 1st in all org presidents’ Canvas accounts. ALL organization Presidents are required to complete this training on behalf of ONE student organization. If you are the President for multiple organizations – please notify the Activities, Involvement, & Leadership office to provide the name of an additional E-Board member. Remember, this course can be completed anytime throughout the Annual Renewal Process time-frame (Sept. 1st – Oct. 15th.)

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**Welcome!**

Welcome to the 2020-2021 Kaleidoscope Student Organization Leaders Training

This course will allow you, as student organization leaders, to learn and review important materials pertaining to successfully running your student organization. There are corresponding quizzes to complete after each module to ensure you are familiar with all of the information critical for your organizations’ success as well as to share with your organization members.

If you have any questions, please contact the Student Senate Office Manager or the Senior Coordinator of Engagement (Activities, Involvement, and Leadership office.)
Annual Renewal Process – Step Three:

Meet with your student organization Advisor(s) to ensure the following:

- That they are willing to continue serving in this capacity
- Clarification of expectations between the org and the advisor(s)
- Ensure awareness of the financial status of the organization (on-campus advisor should be a signatory on org bank account)
- Plans for upcoming year events, travel plans (submit the new Student Organization Travel Request Form if traveling outside of EC County), fundraisers, meeting times, etc.