

# 3-Step Student Org Annual Renewal Process (Sept. 1st-Oct. 15<sup>th</sup>)

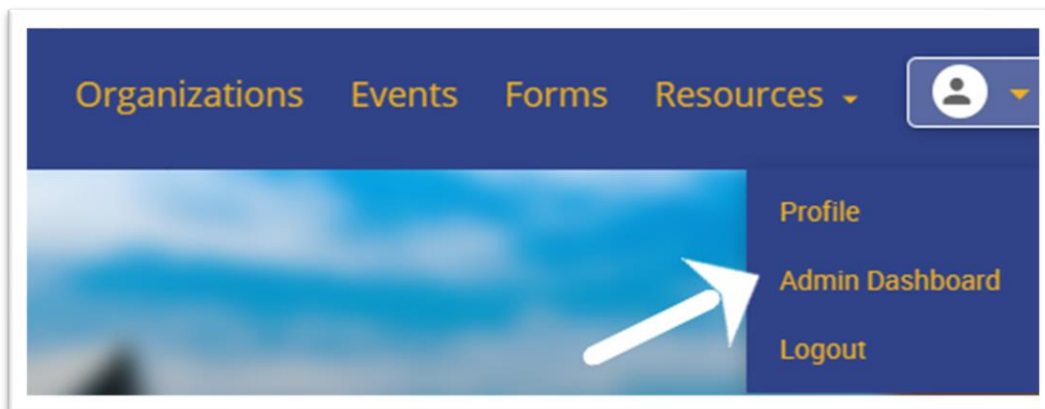
## Annual Renewal Process – Step One:

### A. Submit a [2021-2022 Constitution Form](#) AND have it “approved” by the Student Organizations Commission.

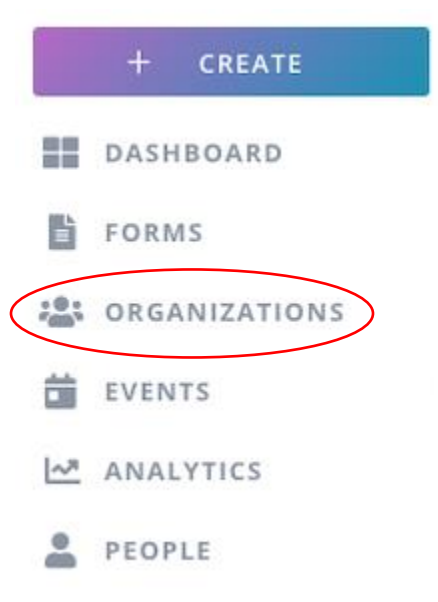
Be sure you SAVE your APPROVED [2021-2022 Constitution Form](#) within your organizations’ Blugold Connect portal under the "Documents" tab for easy access and for future reference.

### B. “Transition” your organizations’ portal in Blugold Connect – here’s how:

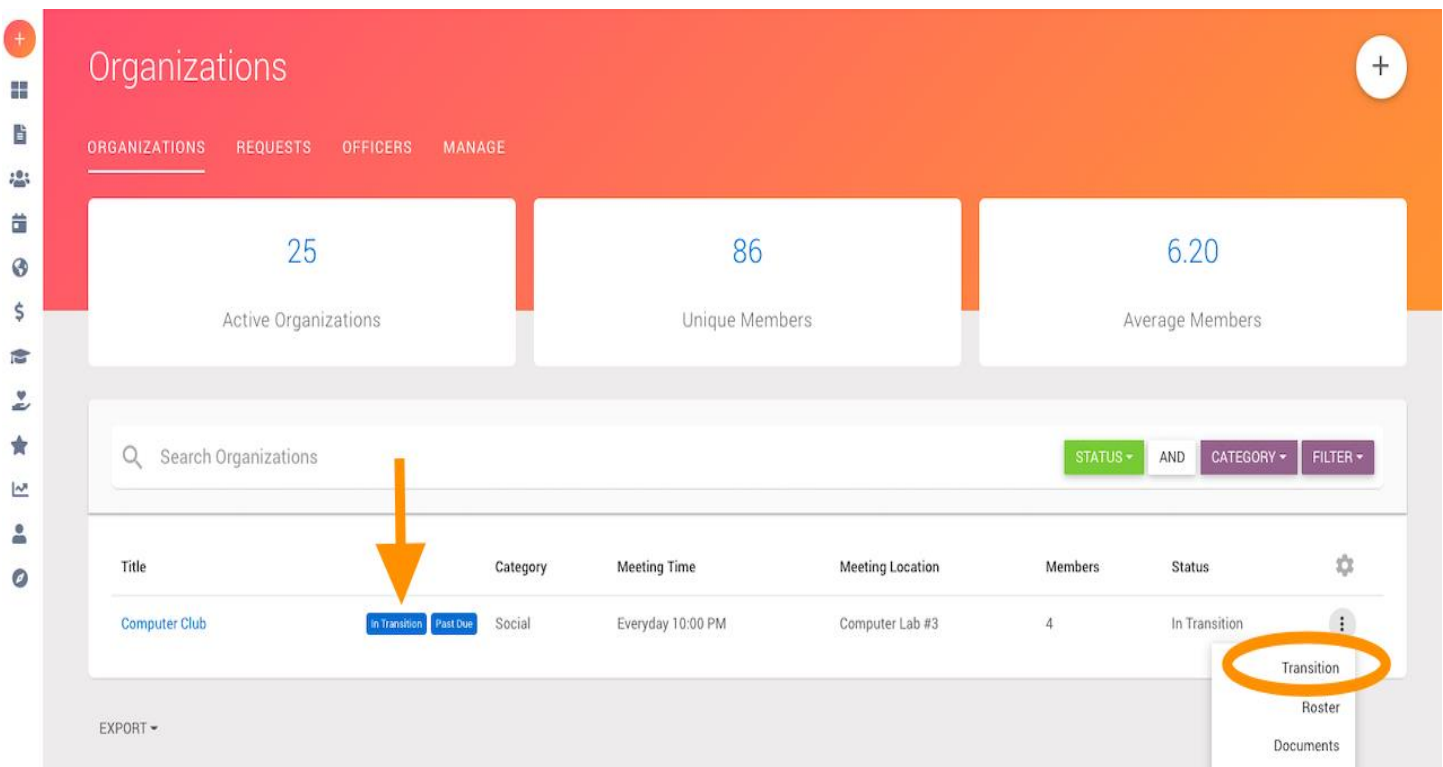
- Log into Blugold Connect using your UWEC username and password
- Click on the person icon in the upper right and select “Admin Dashboard” (if you do not have this option it means you do not have administrative access to your organization’s Blugold Connect portal (you must contact the [Activities, Involvement, & Leadership office](#) to obtain admin access.)



- 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.)



- **Once 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"**



- **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!**
- **Fill out/update the information within the organization transition window – the form will prompt you to fill out the following information:**

- Organization purpose and description
- Category
- Contact person 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.)**
- 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
- 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.**
  - a) Your primary UWEC org advisor will receive an email notification from "Presence" (NOT UWEC or Blugold Connect) and must approve your organizations' transition information. Once your advisor has approved, the Student Organizations Commission will be notified and will approve/deny the request.
  - b) You will receive an email from **"Presence" (NOT UWEC or Blugold Connect)** once the Student Organizations Commission has approved your Org Transition submission (Blugold Connect Profile update)

#### **IMPORTANT NOTES:**

- **ONLY AFTER YOUR TRANSITION REQUEST HAS BEEN APPROVED WILL YOU SEE THE CHANGES REFLECTED ON YOUR ORGANIZATIONS' PUBLIC FACING PAGE!**
- **Org Roster information IS NOT UPDATED VIA TRANSITION APPROVAL, YOU MUST GO IN AND UPDATE YOUR ORGANIZATIONS' ROSTER INFORMATION AFTER YOUR ORGANIZATION TRANSITION SUBMISSION HAS BEEN APPROVED!! (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.)**

ADD MEMBER

Membership

Member FORMER ACTIVE

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Membership

Member FORMER ACTIVE

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Membership

President FORMER ACTIVE

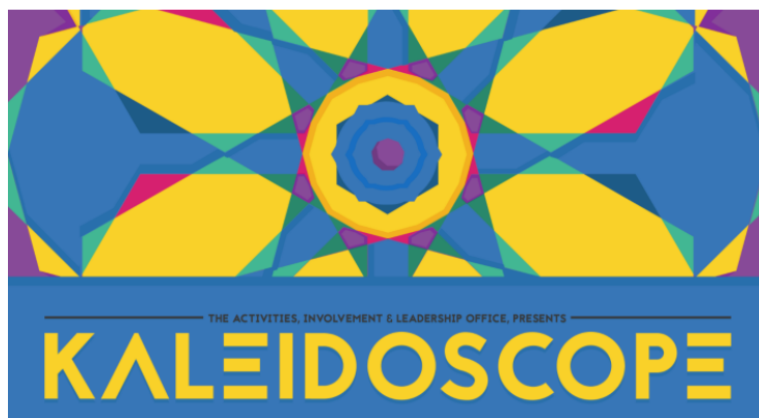
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Membership

Treasurer FORMER ACTIVE

## Annual Renewal Process – Step Two:

**Complete the online Student Organization Leaders Training course – Kaleidoscope 2021-2022. The training will be available starting *September 1<sup>st</sup>* in all org presidents' Canvas accounts (if you do not see this training course within your Canvas account – it means that you are not currently listed as your org president in Blugold Connect and you will need to request access to course by contacting the [Activities, Involvement, and Leadership office](#).) ALL organization Presidents are required to complete this training on behalf of your 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. 1<sup>st</sup> – Oct. 15<sup>th</sup>.)**



Welcome to the 2021-2022 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](#), the [Student Organizations Commission Director](#), or the [Senior Coordinator of Engagement](#) (Activities, Involvement, and Leadership office.)

THIS COURSE SHOULD BE COMPLETED NO LATER THAN 11:59pm on OCTOBER 15, 2021.

## 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 organization and the advisor(s)
  - *How often will you/the organization meet with your advisor?*
  - *What form of communication works best for you and the advisor?*
  - *Will the advisor's role be observational, non-participatory, or participatory?*
- Ensure awareness of the financial status of the organization (*it is recommended that on-campus advisors be a signatory on your 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.