

# **ALL STUDENT ORGANIZATIONS, must renew with Student Development Programs on an annual basis.**

## **Renewing your organization is 3-step process:**

- **Creating your Student Organization in EAGLESYNC**
- **Advisor approves the organization by agreeing to be an advisor in EagleSync**
  - It is the responsibility of each student organization to communicate with their advisor to make sure they have approved the group in EagleSync.
  - Once an organization's EAGLESYNC Portal has been completed, the primary advisor listed within the portal will receive an email via Presence prompting them approve the organization. The renewal process requires all student organizations to have a minimum of one on-campus advisor that is a Full-time Faculty or Staff member at USI that is not degree seeking.
- **At least 1 STUDENT officer attends a VIRTUAL Renewal Session**
  - This representative must hold an officer position within the organization.
  - An advisor's attendance does not fulfill this step within an organization's renewal process; however advisors are welcomed to attend.
  - One individual can represent a maximum of two student organizations at a Renewal Session
  - Renewal Session Dates and Times WILL BE HELD IN A VIRTUAL FORMAT through Zoom.
  - Information on how to access the session will be sent the day of the session to the organization president. In order to fulfill this requirement, attendees must stay for the entirety of the renewal session (NO EXCEPTIONS).
    - Monday, August 17 7-9pm
    - Friday, August 28 3:30-5:30pm
    - Tuesday, September 8 7-9pm
    - Thursday, September 17 6-8pm
  - Student Development Programs will track attendance at these sessions.

IN ORDER FOR AN ORGANIZATION TO COMPLETE THE RENEWAL PROCESS, ALL THREE STEPS MUST BE COMPLETE!

-Failure to renew will result in the organization no longer be recognized by the University of Southern Indiana, thus losing the ALL privileges of being a student organization (this includes all eligibility for student organization grants).

**Completion of all renewal steps MUST BE COMPLETED BY SEPTEMBER 18**