

How to Re-Register Club/Organization

Accessing the Re-Registration Form

1. Log in to CU Involved.
2. Go to your organization's site.
3. Click on *Manage Organization* on the upper right side of the page
4. If your organization must register, a Register button will display during the appropriate time period in the top right corner of the Home page for your organization. The President will be notified when the registration period begins and he or she should be the one to complete the registration process.
5. Click Register.
6. Follow the steps outlined, updating any information as needed.
7. You will have the opportunity to review each step prior to submitting the completed registration.
8. Click the link associated with each step to review and update the information.
9. Click the "Submit for Approval" when all information has been included

Information Needed, Step By Step

Information listed in green is information you will want to have accessible and ready to upload prior to completing the registration form. We recommend that you work with both the incoming and outgoing teams to collect the information listed below.

Step 1 - 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.
- The registration process can be continued at any time by resuming it in "My Involvement".
- **Please follow all instructions below to ensure your registration to become a returning organization is accurate.**
 - This process usually takes around 15-20 minutes to complete. Any questions can be directed to the Student Leadership and Involvement Center or clubs@creighton.edu.
- Please have the following information with you as you complete the registration:
 - Contact information for all of your officers
 - Current Roster of Members
 - Organization constitution and mission statement
- **Once complete, don't forget to hit SUBMIT or your registration will not be complete.**

Step 2 – Annual Registration – General Information

- The system will pull the information already on your CU Involved page. Please verify the following for accuracy:
 - Official Organization Name
 - Summary
 - Description
 - Website URL (this is what is displayed following the CU Involved weblink for your club directly)
 - Any applicable social media handles
 - Organizational Contact Information
- Upload a Constitution and Mission Statement prior to you being able to advance.

Step 3 – Annual Registration – Profile Picture

- Update organization profile picture if applicable

Step 4 – Annual Registration – Incoming Executive Team Information

- Complete the following information for the Incoming President
 - First and Last Name
 - NET ID
 - Email Address
 - Phone Number
 - Permanent Address
 - Local Address
- Complete the following information for the Incoming Executive Team
 - Name of Vice President
 - NET ID
 - Name of Treasurer
 - NET ID
 - Name of Executive Member 1
 - NET ID
 - Title of Executive Member 1 Position
 - Full List of Remaining Executive Officers
- Complete the following information for the Moderator
 - First and Last Name
 - Department
 - Email Address
 - Campus Phone Number
 - Campus Address
- Designate 2 members who will make reservations on behalf of your organization
 - Member Name 1
 - NET ID
 - Position
 - Member Name 2
 - NET ID
 - Position

Step 5 – Annual Registration – Supplemental Questions

- What are 1 – 3 goals you have for the organization this year?
- As the president (or officer), how do you define leadership? What aspects of leadership will you use in your role this year?
- The Student Leadership & Involvement Center strives to help students discover their interests, develop their leadership skills, and deliver an experience that can be taken with them after they graduate. Please share with us how we can best serve you in your new role and what type of resources would be most beneficial to you and your organization.
- How do you see the Creighton University mission being a part of your organization's mission and the activities that you do?
- When does your organization transition its officer and the new officer term begin?

Step 6 – Annual Activity Form

The following information will be a record of what was completed by the organization in the 2019-2020 Academic Year.

- Name of President for 2019-2020
- Names of Three Additional Officers for 2019-2020
- Name of person filling out the form
- Role of person filling out the form
- Additional information about person filling out the form including: year in school, college/school, race/ethnicity, officer title, gender
- Upload a roster of members from 2019-2020 including name, NET ID, year in school, and officer/exec title if applicable
- Did your organization update its constitution/bylaws this year?
 - If yes, did you notify the SLIC?
- Did your organization do fundraising this year?
- How many fundraisers were held that benefitted the organization itself?
- What type of fundraisers were held?
- How much money was raised as a result of your fundraising efforts?
- How many fundraisers were held that benefitted a charitable organization?
- What charitable organization benefitted from your fundraisers?
- How much money was raised for charitable organizations?
- Did your organization collect dues? If so, how much and what were they used for?
- How much funding did your organization receive from the following sources: CSU, Leadership Education Grant, University Departments, Lectures, Films, and Concerts Committee, Other
- Did your organization participate in any service projects this year? If yes, what semester(s)? If yes, what location(s)? If yes, how many members participated? If yes, how many total service hours did your organization participate in this year?
- How often does your organization participate in service?
- How often does your organization meet?
- What else did your organization do this year? Please include information such as programs, events, activities, merchandise/shirts created, etc.
- How involved was your moderator with the functioning of your organizations?
- How satisfied are you with your organization's relationship with your moderator?
- Did your organization have enough space on campus to plan and program all your events?
- What resources would be nice to have as a student organization on campus?
- Has your definition of leadership changed since you began your role as a leader on campus?
- If your definition of leadership has changed, please describe how it has changed over time.
- Has being a leader in a student organization positively impacted your Creighton experience? Explain.
- Have you grown from being a student leader? Explain.
- The Student Leadership & Involvement Center strives to help students discover their leadership potential, develop skills, and deliver an experience that will be meaningful. Have you seen this lived out in your experience through being involved on campus?
- How will you use what you've learned as a student leader in your future?
- Please provide any comments, questions, or concerns.
- Please share how you have seen the University's mission lived throughout your organization this past year.
- Please share how your organization has respected and celebrated the commonalities and uniqueness of all its members?
- What are 1 -2 things you are extremely proud of that your organization accomplished this past year?
- What are 1 -2 things your organization can work on in the upcoming year?

Step 7 – Submit

Once you have completed all the steps, you are ready to submit! Please be sure you click “Submit” for your answers to be recorded.