



ORGANIZATION RENEWAL CHECKLIST

Please note that your organization **WILL NOT** be officially renewed until you have completed ALL of the following steps.

2017-2018 RENEWAL DEADLINES w/ NO EXCEPTIONS

Fall Final Deadline: October 15, 2017 Spring Final Deadline: February 15, 2018

- Contact the previous president and ensure that they have turned over “Administrative Access” to the person who is completing registration. (See page 2 instructions in green box labeled “Give Admin Access”)
- Identity one or more full-time faculty and/or staff members to serve as your advisor. This person will receive an email to submit an “Advisor Acknowledgement Form”. They must submit that form to officially remain listed as your advisor and they will receive that form after you register.
- Submit an ONLINE application for renewal via mySOURCE (see Pg.2 for instructions in blue box). In the online application, you will be responsible for having the following items listed below:
 - **1:** You will need the email addresses of your FULL member roster, to include at least 10 confirmed student members, as they will need to be included on the “roster” section of mySOURCE in the online application (crimson emails only).
 - **2:** You must have a designated President, Vice-President, Treasurer, & Advisor. You will need their name, cell number, & email address to enter into mySOURCE. You will input Advisor office location, box number, & position title as well.
 - **3:** You will need to submit an organization **Constitution** that meets the required UA specific guidelines found at <http://thesource.ua.edu> under policies/procedures called “Constitution Writing Guide”. This constitution must include a non-discrimination clause and all other aspects found in the sample constitution.
- Org will submit an ONLINE Hazing Policy Acknowledgement Form via a submission link found at <http://thesource.ua.edu> under the “Renew An Org” tab. President should be the first to initiate the online signing and then it will be routed to all the other appropriate members electronically.
- President of org will submit an ONLINE Child Protection Acknowledgement Form via a submission link found at <http://thesource.ua.edu> under the “Renew An Org” tab. If there is an organization whose mission is to work exclusively with minors, then each executive officer should go to the link a submit a form ONLINE as well.
- Student Organization must attend Transition 101 (Spring) and the Annual SOURCE Officers Academy (Fall) or any other workshops deemed necessary by the administrative bodies of Student Involvement.

STEP 1



RENEWING AN ORGANIZATION INSTRUCTIONS

As the person renewing the organization, you should 1st make sure that you have a “mySOURCE” profile (See Yellow Box named “Account Login & Creation”):

Account Login & Creation (Your mySOURCE profile):

- Go to thesource.ua.edu
- Click the “my SOURCE” Logo (bottom right)
- Click the Login Button (top right)
- Enter your mybama info
- Update your personal profile by updating via settings under your “profile” and “contact info”

In order to make any changes to an organization profile or roster and to renew, you must have “Administrative Access”. Administrative Access is ONLY granted to the President/VP, Advisor, and “Administrator” Position by default in mySOURCE. If your organization chooses to change the administrative access of a member, then the person **with access** must do the following below:

*Please NOTE (new and renewing orgs):

To be recognized by UA as registered your org. needs the following:

- 10 confirmed members (they must have mySOURCE profiles and have confirmed membership to your org.)
- A President, Vice-President and Treasurer (all must be UA students)
- A faculty/staff advisor, who must be a full-time employee of the University of Alabama
- A UA Constitution (“[Constitution Writing Guide](#)” sheet for template on website)
- President must submit ONLINE Child Protection & Hazing Form documents

Give Administrative Access to a member or officer:

Note: The only positions with admin settings already set in mySOURCE are the Pres, VP, Advisor, & Administrator. The person must hold one of these positions to access registration. Primary Contacts also have access to registration. If you add someone, they must be added in one of those 3 positions.

- Login to your “my SOURCE” profile & make sure you are on the “Home” page. Once there, select the organization that you wish to access to give an individual that is a member of your org. administrative rights. It will be under the “My Organizations” section found on that home page.
- Once on that page, click on the tab in the top bar that says “Roster”.
- Then click on “Manage Roster” on the right of that page.
- Locate the member you’d like to promote to an officer position on the Current tab. If they are not on the roster, you will have to add them with the “Invite People” button.
- Click “Edit Positions” to the right of the member’s name.
- Select each Position that the member should now have. Once updated, Click “Save” to keep your changes.

Completing the Online Portion of your Renewal Application:



FINAL STEP

- Login to your my SOURCE & select the “Involvement” tab found under your name. Select the organization under the “Current Memberships” tab you wish to register. You will click on the desired organization name.
- Once you click the name of the org name, more info will drop down and you will see an “**Organization Site**” link.
- Click that “Organization Site” link and you will then be taken to that org’s homepage.
- Select the “**Register**” Button, which will appear under your Group name as a long bar across the page.
- Fill out the appropriate information (Updated officer and organization contact information, mission/purpose, and Updated Advisor information and contact)
- You will be asked to resubmit the most up to date version of your constitution. (**See Sample Constitution**).
- Click “Submit for Approval” and then Click Finish so that the electronic application is received by our office
- Visit the “Renew An Org” tab on The SOURCE website to access links to the ONLINE “[Hazing Acknowledgement Form](#)” signed by President, VP, and Advisor and the ONLINE [Child Protection Acknowledgement Form](#) to submit electronically. Form links are located at <http://thesource.ua.edu> under the “Renew An Org” tab.