ORGANIZATION RENEWAL CHECKLIST

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

2019-2020 RENEWAL DEADLINES w/ NO EXCEPTIONS
Fall Final Deadline: June 15, 2019
Spring Final Deadline: February 15, 2020

☐ Contact the previous president and ensure that they have turned over “Administrative Access” to the person who is completing registration. (See page 2 instructions)

☐ 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 the online application, you will be responsible for having the following items listed below:
  o 1: You will need the email addresses of 10 confirmed student members as they will need to be included on the “roster” section of mySOURCE in the online application. YOU WILL ALSO NEED AN UPDATED ROSTER OF YOUR FULL MEMBERSHIP (crimson emails only).
  o 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.
  o 3: You will need to submit a UA Constitution that meets the required 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 visit The SOURCE website at to complete the Docusign and get signatures for the Hazing Acknowledgement Form from the President, VP, and Advisor. Form found at https://thesource.ua.edu/renew-an-org-details.

☐ Organization will visit the via Docusign the Child Protection Form signed by the president and found at https://thesource.ua.edu/renew-an-org-details.

☐ 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 The Office of Student Involvement. (Notices regarding required meetings are communicated in advance to the organization’s president, primary contact, and/or advisor)
If you have any questions please contact Student Involvement at uainvolvement@ua.edu. (REV. 3-15-2019)

**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):

<table>
<thead>
<tr>
<th>Account Login &amp; Creation (Your mySOURCE profile):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to thesource.ua.edu</td>
</tr>
<tr>
<td>Click the “my SOURCE” Logo (bottom right)</td>
</tr>
<tr>
<td>Click the Login Button (top right)</td>
</tr>
<tr>
<td>Enter your mybama info</td>
</tr>
<tr>
<td>Update your personal profile by updating via</td>
</tr>
<tr>
<td>settings under your “profile” and “contact info”</td>
</tr>
</tbody>
</table>

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:

*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 Child Protection Form and Organization submit Hazing Form

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**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.

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**Completing the Online Portion of your Renewal Application:**

- 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 blue “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.

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**FINAL STEP**