Follow the 9 step process outlined below to establish a new student club/organization on campus. Regardless of whether a student group is newly chartered or is an existing group, all student organizations are expected to complete the recognition process each academic year. The online recognition process will begin on **April 19, 2013** through **September 20, 2013**. To access the recognition application visit [http://www3.csudh.edu/student-affairs/student-life/greek-life/default.html](http://www3.csudh.edu/student-affairs/student-life/greek-life/default.html)

<table>
<thead>
<tr>
<th>STEP</th>
<th>WHAT TO DO</th>
<th>HOW TO DO IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seek Advisement</td>
<td>Meet with Greek Life Coordinator prior to Friday, August 30, 2013</td>
</tr>
</tbody>
</table>
| 2    | Recruit Members | You will need five (5) members who are currently enrolled at Cal State Dominguez Hills  
• One student must be the President and one must be a Treasurer  
• The three other students must be currently enrolled in at least 6 unit classes (Non-Extended Education)  
• Refer to the *CSU Chancellor’s EO 969 / EO1006 for specific president and treasurer eligibility requirements |
| 3    | Find an Advisor | Advisor must be a full-time or part-time Cal State Dominguez Hills state employee  
• A member of an auxiliary organization (Associated Students, Inc., LSU and CSU Dominguez Hills Auxiliary Service Corporation) cannot be the primary advisor  
• It is optional to have a secondary advisor |
• Create an electronic file of your organization’s constitution  
• Provide each member with a copy for their records |
| 5    | Information needed to initiate Registration | New President-Gather the following information:  
• Organization name, chapter name  
• The campus email addresses of the three executive officers  
• Member names, phone number, toro e-mail address and student ID (no socials)  
• Provide electronic copy of chapter and national constitution and by-laws  
• The full name(s) of your advisor and contact information (e-mail and extension)  
• Submit Facilities Reservation Form to reserve space |
• Use your gathered information to complete the process  
• E-mail electronic copy of the constitution to acervantes@csudh.edu  
• Print or e-mail registration form, submit to OSL or e-mail toacervantes@csudh.edu  
• Inform advisor about Mandatory Advisor Orientation dates  
• Register for Student Orgs Leadership Conference [https://docs.google.com/forms/d/1bHssDA9LNh59l6vbSOEFnOdpI6dywA9FWlidgqKVhvs/viewform](https://docs.google.com/forms/d/1bHssDA9LNh59l6vbSOEFnOdpI6dywA9FWlidgqKVhvs/viewform) |
| 7    | Recognition Status | All completed forms must be submitted  
• The constitution will be reviewed and approved by the Student Life Coordinator  
• Advisor(s) attend Advisors orientation  
• Attend reservations orientation  
• President attended Student Orgs Leadership Conference  
• The president will receive a Recognition Status Approved e-mail |
| 8    | Greek President, On & Off campus Advisor meeting with Greek Advisor | President must schedule a meeting with Greek advisor on & off campus Advisor to discuss OSL expectations and requirements. All must sign the agreement for sponsorship contract. Once this is complete and all other documents and requirements have been submitted organization will be recognized |
| 9    | Greek Retreat | President and UGC representative must attend (date to be decided) |

*For More information please visit our Student Life website [http://www3.csudh.edu/student-affairs/student-life/](http://www3.csudh.edu/student-affairs/student-life/) or contact the Office of Student Life at (310)243-2081, email: studentorgs@csudh.edu*