

**HOW TO:**

**REGISTER YOUR STUDENT  
ORGANIZATION**

# **INDEX**

**BASIC INFO FOR STUDENT ORGS (SLIDES 3-5)**

**REGISTRATION GUIDE (SLIDES 6 - 14)**

**IMPORTANT RESOURCES (SLIDES 15)**

**REGISTERING YOUR STUDENT**

**ORGANIZATION ENSURES THAT YOU CAN:**

**BE AN ACTIVE ORGANIZATION ON CAMPUS**

**RECEIVE AN ORGANIZATION BUDGET**

**HOST EVENTS**

**RECEIVE SPECIAL EVENTS FUNDING**

# **EVERY ACTIVE STUDENT ORG MUST HAVE:**

**HAVE AT LEAST 4 MEMBERS**

**ONE STUDENT PRESIDENT**

**HAVE A FACULTY/ STAFF ADVISOR**

**HAVE A SIGNED 25-26 ADVISOR AGREEMENT**

**AN UP TO DATE CONSTITUTION**

**REGISTER FOR CCSGA FUNDING**

**AN UPDATED ROSTER**

# GENERAL TIMELINE

## MAR

## APR

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ORG  
REGISTRATION  
OPENS

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23	24	25	26	27	28	29
30	31					

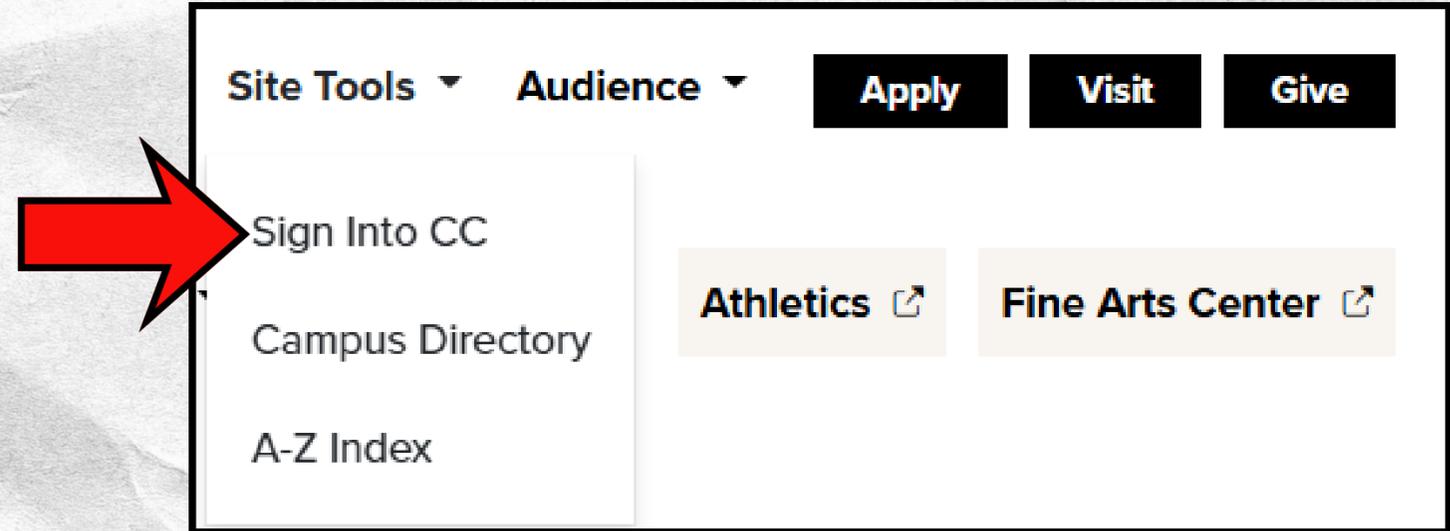
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6	7	8	9	10	11	12
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27	28	29	30			

ORG  
REGISTRATION  
CLOSES

**HOW TO REGISTER  
YOUR CLUB  
A STEP - BY - STEP  
GUIDE**

# SIGN INTO CC

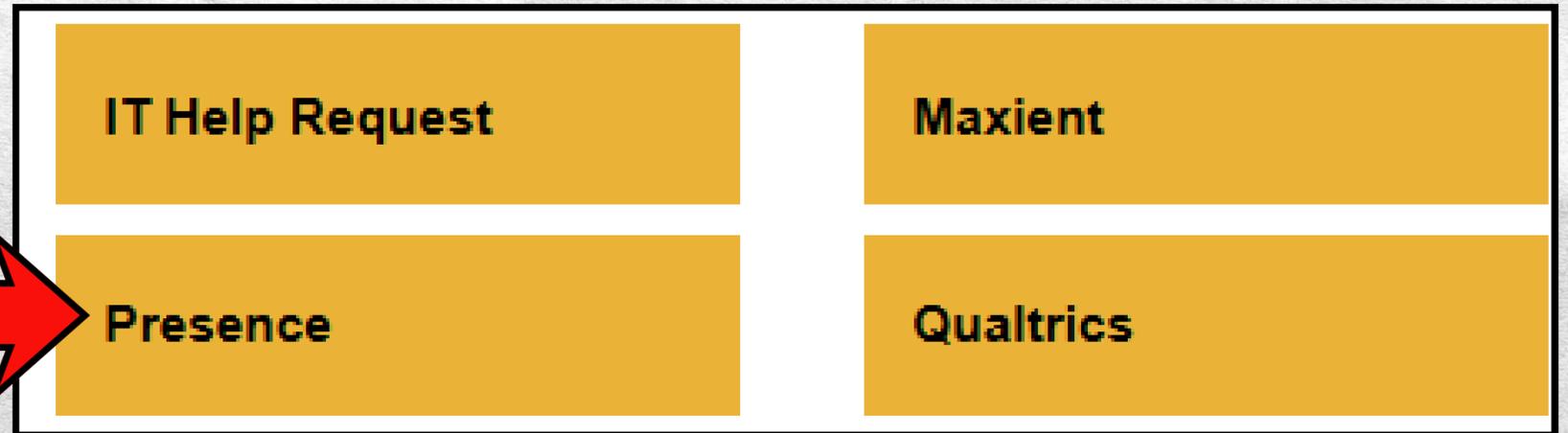
HEAD TO THE CC HOME PAGE AND  
SIGN INTO YOUR PRESENCE ACCOUNT  
UNDER SIGN INTO CC



Site Tools ▾ Audience ▾ [Apply](#) [Visit](#) [Give](#)

- Sign Into CC
- Campus Directory
- A-Z Index

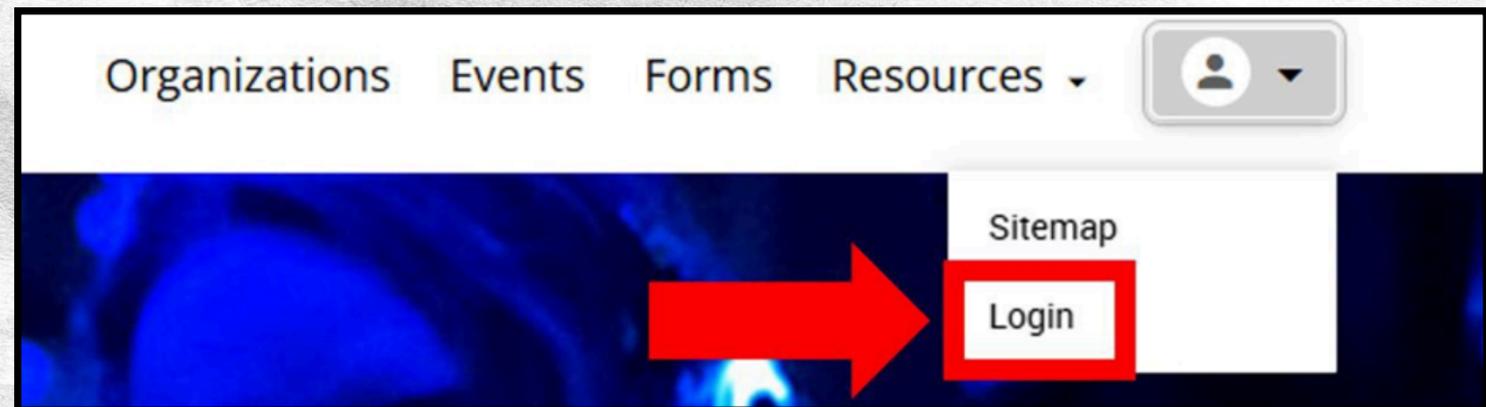
[Athletics](#) [Fine Arts Center](#)



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<a href="#">Presence</a>	<a href="#">Qualtrics</a>

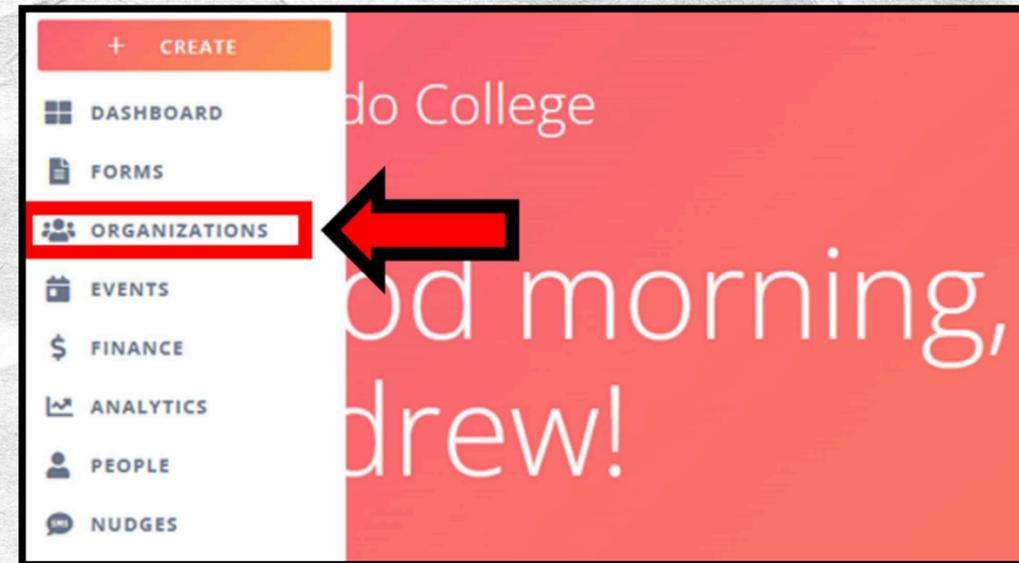
# LOG INTO PRESENCE

LOG INTO PRESENCE TO ACCESS  
YOUR ORGANIZATION'S HOME PAGE.



# UPDATE YOUR INFO

GO TO "ORGANIZATIONS".  
SEARCH FOR, FIND,  
& SELECT YOUR GROUP



A screenshot of the "Organizations" page. The page has a red header with the title "Organizations" and a plus icon. Below the header is a navigation bar with tabs: ORGANIZATIONS, REQUESTS, OFFICERS, MEMBERSHIP, DRAFTS, and MANAGE. The main content area features three summary cards: "129 Active Organizations", "1,075 Unique Members", and "15.18 Average Members". Below these cards is a search bar containing "ccsga" (highlighted with a red box and a red arrow pointing to it). To the right of the search bar are filter buttons for STATUS, AND, CATEGORY, and FILTER. Below the search bar is a table with the following columns: Title, Category, Meeting Time, Meeting Location, Members, Status, and a settings icon. The first row of the table is highlighted with a red box and a red arrow pointing to the "Category" column. The data in the first row is: Title: Colorado College Student Government Association (CCSGA), Category: Awareness, Hobby/Leisure/Social/Special Interest, Meeting Time: 1st, 2nd, and 3rd Thursdays at 5:00pm, Meeting Location: Tutt Science Library - Tim Fuller Event Space, Members: 15, Status: Active.

Title	Category	Meeting Time	Meeting Location	Members	Status	
Colorado College Student Government Association (CCSGA)	Awareness, Hobby/Leisure/Social/Special Interest	1st, 2nd, and 3rd Thursdays at 5:00pm	Tutt Science Library - Tim Fuller Event Space	15	Active	

# UPDATE YOUR INFO

EDIT YOUR ORGANIZATION.  
MAKE SURE TO UPDATE ALL OF  
YOUR ORGANIZATION'S INFO!

Colorado College Student Government Association (CCSGA)

DETAILS EVENTS ATTENDEES ROSTER DOCUMENTS FORMS ANALYTICS VIEW ON PORTAL

Advocacy/Activism/Social Awareness, Hobby/Leisure/Social/Special Interest	1st, 2nd, and 3rd Thursdays at 5:00pm	Tutt Science Library - Tim Fuller Event Space	15
Category	Meeting Time	Meeting Location	Members



Organization Update [APPROVED]

Basic Information

We are excited your group is looking to become an officially recognized student organization with CCSGA. Recognized student organizations are provided additional support and gain access to finite campus resources, including but not limited to: CCSGA & departmental funding

- administrative support
- campus space reservations
- leadership development
- invitation to participate in the Fall and Spring Campus Activities Night events
- various other organizational and support resources

Recognition through CCSGA also provides student organizations with a higher level of visibility on campus and within the community. In addition, recognition provides structure and support that promotes the longevity of your organization well after the founding students graduate. As mentioned in the [scope of the handbook section](#), any group operating in affiliation with the college and utilizing the college's resources are expected to abide by these expectations for risk management, liability, and safety purposes; however, groups that do not go through the CCSGA recognition process do not have access to the resources and supports listed above, including, but not limited to, financial support.

# UPDATE YOUR INFO

UPDATE YOUR CONSTITUTION!  
FOR INFORMATION ON WHAT TO  
INCLUDE IN YOUR CONSTITUTION,  
CLICK HERE!



## Founding & Governing Documents

In order to be a student organization, recognized CCSGA organizations must have a mission statement, constitution, and an inclusion and belonging statement.

These documents and statements outline the goals, purposes, procedures, and expectations of the organization. A Constitution Template/Outline and Advisor Agreement are linked above as well as in the Student Organization Handbook.

## Constitution



BSAA Constitution (1).docx



# UPDATE YOUR INFO

UPDATE YOUR ADVISOR AND YOUR  
ADVISOR AGREEMENT FORM!



Advisor \* ADD ADVISOR

First Name Last Name Email ×

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Advisor Agreement Form ↑ → ✎

2024-2025 CCSGA Club Advisor Agreement Form.pdf

# UPDATE YOUR ROSTER

ADD NEW MEMBERS

LIST GRADUATE/ INACTIVE MEMBERS AS "FORMER"  
CHANGE MEMBERSHIP STATUS FOR NEW OFFICERS



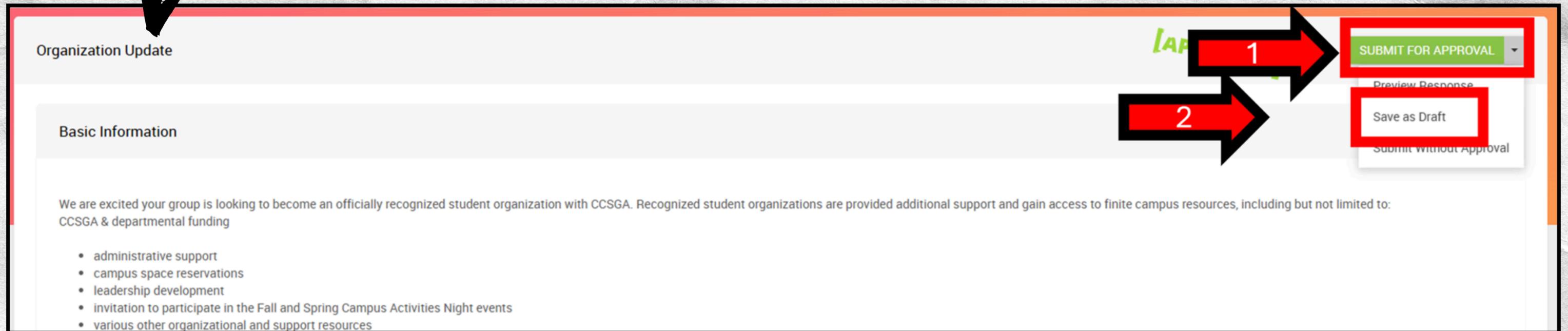
Name	Email	Membership
[Redacted]	[Redacted]	Member
[Redacted]	[Redacted]	Member

Buttons: ADD MEMBER, FORMER, ACTIVE

Annotations: Red arrows labeled 1, 2, and 3 point to the buttons. Red boxes highlight the buttons. A large black arrow points from the text above to the 'Roster' header.

# SAVE OR SUBMIT

SUBMIT FOR APPROVAL ONCE ALL INFO IS UPDATED.  
SAVE IF YOU NEED TO RETURN.



Organization Update

Basic Information

We are excited your group is looking to become an officially recognized student organization with CCSGA. Recognized student organizations are provided additional support and gain access to finite campus resources, including but not limited to:  
CCSGA & departmental funding

- administrative support
- campus space reservations
- leadership development
- invitation to participate in the Fall and Spring Campus Activities Night events
- various other organizational and support resources

1

2

SUBMIT FOR APPROVAL

Save as Draft

Submit without Approval

# WHERE CAN I FIND INFORMATION?

**THE STUDENT ORGANIZATION HANDBOOK BREAKS DOWN THE PROCESS STEP-BY-STEP YOU CAN ALSO VIEW THIS PRESENTATION LINKED IN THE HANDBOOK!**

**APPLICATION PROCESS, CLASSIFICATIONS, ADVISING STRUCTURES, & STATUS**

## **Club Development & Step-by-Step Application Process**

Groups must apply to become a recognized CCSGA student organization and be classified as "Active," eligible for all of the benefits of recognition, as listed above. The process is as follows:

You can also click [here](#) for a step-by-step guide on club registration.



# QUESTIONS / ISSUES?

IF YOU CANNOT ACCESS OR UPDATE YOUR ORGANIZATION WHILE USING  
THESE STEPS, PLEASE REACH OUT TO THE OFFICE OF CAMPUS  
ACTIVITIES FOR HELP AT [CAMPUSACTIVITIES@COLORADOCOLLEGE.EDU](mailto:CAMPUSACTIVITIES@COLORADOCOLLEGE.EDU)