How to Register Your Student Organization (2006-2007)

Welcome!

The staff at SOAR looks forward to meeting with you and helping to get your organization started for the 2005-2006 year. Registration is an easy process. Once your organization is registered you can access facilities, resources, funding, and advising services.

If you have any questions, please give us a call at 831.459.2934. See you soon!

DEADLINE

Turn in an Application for Annual Registration to SOAR by December 8.

NEW ORGANIZATIONS:

1. Complete an Application for Annual Registration and turn in to SOAR. (Pick up at the SOAR office)
2. Have all Authorized Representatives sign up for one of six Start-Up Orientations. (831.459.2934).
3. Draft a Constitution (see guidelines).
4. Attend the Start-Up Orientation session (all Authorized Representatives).
5. Have your Constitution approved by your SOAR adviser.

CONTINUING ORGANIZATIONS (must re-register each year):

1. Complete an Application for Annual Registration and turn in to SOAR. (Pick up at the SOAR office)
2. Have all Authorized Representatives sign up for one of five Start-Up Orientations. (831.459.2934).
3. Attend the Start-Up Orientation session (all Authorized Representatives).
4. Check if your Constitution on file is approved.

Continuing Organizations with at least 1 returning Authorized Representative may begin doing financial transactions*, tabling, meetings, and small events as soon as a completed Application is turned in to SOAR.

Steps 2-4 must be completed before November 17\textsuperscript{th} or before larger events may be approved.

*NOTE: A new financial system is in place. At least 2 Authorized Representatives must be trained in Cruzbuy before you can access your university account. Sign up for a Cruzbuy training which take place immediately after start-up orientations.

QUESTIONS? Call the SOAR office at 831.459.2934.