

Recognition Process

California State University, Long Beach Office of Student Life and Development

All student organizations at CSULB must be recognized by the University. On behalf of the Associate Vice President and Dean of Students, the Office of Student Life and Development (SLD) provides University recognition for the purposes of: (a) official University approval; (b) use of the University's name; (c) use of campus services, facilities and grounds.

1

Meet with the SLD Intake Coordinator to get oriented.

2

Request a Temporary Scheduling Permit (if desired). While waiting for full recognition, a **Temporary Scheduling Permit** allows your organization to schedule up to five (5) business meetings (**not events or socials**) through the Conference and Events Center (USU 221).

3

Completely fill out and sign the "Petition for Recognition of Student Organization".

4

Have your faculty or professional exempt employee of CSULB sign the petition form.

5

Obtain at least twelve (12) CSULB student signatures and identification numbers from currently enrolled students. The signers **MUST** be enrolled in regular fall, spring, or summer courses, **EXCLUDING** extension courses, in order to count toward the 12 minimum.

6

Compose your organization's Constitution and Bylaws. Please follow the format of the provided **Template**.

7

Email Constitution and Bylaws to the SLD Intake Coordinator for review.

8

Make appropriate changes, if necessary, to your Constitution and Bylaws.

9

Complete the Organization Registration Card (ORC) and Alcohol Regulation Compliance Agreement (ARCA).
After receiving your recognition letter, you will need to schedule an appointment with your assigned SLD advisor to review your ORC.

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Submit the following to SLD Intake Coordinator:

All Organizations - General, Honor Societies, and Academic Associations:

- Completed "Petition for Recognition of Student Organization" form.
- A copy of your Constitution and Bylaws via email.
- A hard copy of your national organization's Constitution and ByLaws, if applicable.

Honor Societies Only:

- A letter of endorsement from your faculty advisor.
- A letter of endorsement from a representative of the national organization.

Academic Associations Only:

- Student academic associations from a department shall submit a petition application containing at least 51% of the signatures of the majors of that department; **OR**, a letter indicating endorsement of the College department (department chair or dean).
 - Endorsement letter should be addressed and sent to:
Dr. Jeffery Klaus, Director of Student Life and Development.
Student Life and Development
USU-215
1250 Bellflower Blvd.
Long Beach, Ca 90840
- Example of the Letter content:
We endorse the formation of _____ (name of student organization) whose members will be primarily from _____ (department and/or discipline).
Signature of department chair and date should be included.

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Upon approval of the SLD Director, the SLD Office will send you a letter that extends University recognition and informs you of the name of your assigned SLD advisor. After receiving your recognition letter, you will need to schedule an appointment with your assigned SLD advisor to review your ORC. At least two officers must attend an SLD orientation workshop in order to become Scheduling Certified and obtain the right to schedule facilities. It may be necessary to obtain additional certifications depending on the scope of activities your organization may be involved in. Please refer to your SLD advisor regarding these additional certifications.

After your packet is completed and approved, you will receive a letter of recognition from the SLD Director.