

Instructions to Activate Your Organization for 2022-2023!

All **2022-2023 PRESIDENTS AND/OR VICE PRESIDENTS** must complete the following annual process, managed by Campus Life, to activate their organization/club for the 2022-2023 academic year. Please read ALL instructions before beginning. **This entire activation process must be completed by Sunday, 8/28/2022.**

Note: 2021-2022 Outgoing Officers - It is your responsibility to update your Get Involved page to reflect the newly elected (2022-2023) officers (president, vice president, treasurer, and secretary) in order for the newly elected President and/or Vice President to begin this process.

Different this year: Get Involved Online Registration Deadlines. Reserved Distribution organizations & Governing Councils must complete “Step 1 – Online Registration on Get Involved” **by Monday, May 2, 2022**. Student organizations operating within this deadline include: Student Government Association, University Activities Board, WIXQ, The Snapper, Panhellenic, Interfraternity Council, Cultural Greek Council, and All Greek Council.

If your student organization is not listed under “Reserved Distribution Organizations & Governing Councils” above, then you must complete the “Step 1 – Online Registration on Get Involved” **by Friday, May 6, 2022**. This will ensure that Campus Life is reaching out to the correct executive board leaders.

Note: Please keep in mind that your outgoing officers may wish to remain on your Get Involved student organization roster until the end of this semester. You may wish to update your Get Involved roster after your meetings and events are wrapped up for the semester, so that you outgoing officers can still be active on Get Involved.

Note: Descriptions of the [Student Organization Statuses](#).

Note: Once your “Online Registration on Get Involved” is APPROVED, then you may start reserving space in Astra for the 2022-2023 academic year. You may begin reserving space as early as Monday, May 9, 2022.

Step 1 – Complete the Online Registration on Get Involved

Here are the different parts to the registration process on Get Involved that you need to complete:

- Organization Profile
- Organization Profile Picture
- Organizational Interests
- Membership Roster (Add executive board and general members. Remove inactive members).
 - *Note:* You must remove each position individually before moving on to the next page. Use the “Add Members List” tab and enter member MU email addresses. The system will then send them an invitation to join the organization.
 - *Note:* The Student Organization Advisor that you list should be your on-campus faculty/staff advisor. This is the same person that you will ask to complete the Advisor Agreement Form.
 - Should your executive board officers change mid-year, it is the student organization's responsibility to update executive board contact information on your Get Involved portal. GetInvolved is where the official records are kept and how we will contact your organization's leaders. Please also email the updates to campuslife@millersville.edu.

- Contact Info
- Constitution
 - Upload an electronic copy of your organization's most up-to-date and SGA approved Constitution. Organizations affiliated with a national organization must submit their LOCAL Constitution. Note: Any amendments to the constitution of each organization must first be submitted to and approved by the Student Government Association (sgaorgs@millersville.edu) before they can be updated.
- President and Vice President's Agreement

Step 2 – Ask your Student Org Advisor to complete the Advisor Agreement Form

The Advisor Agreement is a form on Get Involved that your advisor must complete. Please send this link to your organization's faculty/staff advisor for them to review, agree to, and submit via Get Involved. This must be completed by the advisor and not by a student leader.

Note: Your advisor must be signed into Get Involved with their MU credentials in order to view and submit the form. <https://getinvolved.millersville.edu/submitter/form/start/529056>

Note: If your advisor serves as the advisor to multiple organizations, they just need to list all the student orgs they advise on the one form.

Step 3 – Register for a Mailbox in the Student Memorial Center

***This is a new step as of April 5, 2022.**

All SGA recognized student organizations (both temporary and permanent) have the opportunity to register for a mailbox in the Student Memorial Center. Whether you currently have a mailbox or not, ALL student organizations who want a mailbox will need to complete this form in order to receive a mailbox for the 2022-2023 academic year. Mailboxes will be assigned on a rolling basis. This registration is good until the end of the 2022-2023 academic year. If you do not apply for a mailbox now but receive mail or packages at a later date, they will be returned to sender.

Register for a mailbox here: <https://getinvolved.millersville.edu/submitter/form/start/536268>

Step 4 – Complete the Banking Center Signature Sheet

***This is a new step as of April 5, 2022.**

If you have a student organization account over in the Banking Center, then the Banking Center and Student Government Association need to have hard copies of your actual signatures on file. Please print out this PDF. The President, Treasurer, and Advisor of your organization should sign in pen, and then submit the completed sheet to the Banking Center. You should not be signing this virtually, but with your actual signature.

<https://getinvolved.millersville.edu/organization/CampusLife/documents/view/2049785>

Step 5 – Required Trainings

*When it comes to the required trainings, please keep in mind that as a student leader you can represent more than one student organization. So, if you complete the Hazing Prevention Training, for example, and are a member of a few different orgs, your training can count for each of the student organizations you are a member of. Just make sure that your name is included in each

student organization's D2L, and Hazing Prevention name submissions.

Hazing Prevention Training

The President and one other officer (either the Vice President, Secretary, or Treasurer) should be the ones to complete the Hazing Prevention Training. If one or both of these student leaders took the training during in the 2022 calendar (January-March 2022) year then they are unable to take it this year for this 2022-2023 Activate Your Org process.

This means that a different officer would need to take the training instead. In the registration process, we will ask you for the names of the two students who are taking the training this year. If you have any questions about this, please email campuslife@millersville.edu.

Directions to Register for a Prevent.Zone Account:

- To register for Hazing Prevention 101: please go to <https://millersville.prevent.zone/register>.
- Register using your Millersville credentials (email and password) and select which organization you are completing on behalf of - then select "submit".
- After you register, login and please select "Hazing Prevention: It's Everyone's Responsibility 101" and complete the course in its entirety.

If you have an Existing account (or have completed these modules previously in 2020):

- Log in at <https://millersville.prevent.zone/> and scroll down to click the course title "Hazing Prevention 101".
- Click the login, login with your Prevent.Zone credentials and click the "Enroll Me" button to enter the course for 2022.

D2L Training

Each organization's president *and* one other officer are required to complete an annual training in D2L that goes live on **August 1st**. This training has been designed to equip the leaders of the organization with the tools they need to successfully navigate the new academic year. D2L Training must be completed by 8/28/2022. During the registration process you were asked to list the two students who will complete the D2L training. Campus Life will then add those students to the D2L course. Those two students should login to D2L and the training will appear for them.

President's Leadership Retreat

Each organization's president is required to attend our (in person) President's Leadership Retreat. This year the retreat will be held on Saturday, August 27th from 9am-2pm on Millersville's campus. Registration will open on August 1, 2022.

Press "Submit for Approval" to complete the online registration. **You will receive an email message once your online registration has been approved.** If your registration is denied, you will receive feedback on what is missing and/or incorrect and be given the opportunity to still access and revise your registration. The re-submission must be completed by the same person who submitted the original registration using the link provided in the notification email. This will allow you to edit the section(s) in your registration that needs to be fixed without having to create a new one and starting over. If approved, you will receive an email notifying you of your registration approval.

If you have further questions regarding this process, please reach out to us at campuslife@millersville.edu or 717-871-7056.

ADDITIONAL STEP FOR FRATERNITY & SORORITY LIFE ONLY

Step 6 – Fraternity and Sorority Life Checklist

Upload your current Insurance Certificate and Roster. The roster template can be found [here](#). Your registration will be denied if the roster is not on this template. This template should be uploaded to Get Involved when you get to that step in the process. You will also enter the name and contact information for your Chapter Advisor during this section.

If you have any questions after reviewing these instructions, please reach out to Campus Life in the SMC Suite 118, at campuslife@millersville.edu, or 717-871-7056.