

## NEW FAITH-BASED STUDENT ORGS

### Part 1: Student Life Office

- Read: [How to start a student organization](#). *New org registration period is Oct. 1 - Feb. 28.*
- Identify student leaders and advisor(s):

<b>USI STUDENT LEADERS</b> <i>(first/primary contact, second contact, etc.)</i>	<b>ADVISORS</b>
1.	USI Faculty Advisor:
2.	
3.	<b>“Off-campus advisor(s)”</b> are chaplains, campus ministers, and church volunteers or employees. If your group includes any of these, list them here:
4.	
5.	

- [Schedule 1:1 meeting](#) with Student Life Office staff.
  - Create a constitution.
  - Fill out organization registration in Engage.
  - Officers and advisors complete required trainings (off-campus advisors, see below)

### Part 2: Religious Life Office (Off-Campus Advisors Only)

- [Schedule 1:1 meeting](#) with Religious Life to:
  - Review the [Ethical Framework for Religious Life](#)
  - Complete Non-Employee Form

- Submit a letter of recommendation (on letterhead from your sponsoring church or organization) verifying that you are in good standing with the organization.

*Non-employee form is processed by the university in 1-2 weeks. You'll receive a Banner ID and a USI email address, sent to your personal email (set USI email address to auto-forward if you don't plan to use it.)*

- Complete a background check online (you will only be contacted for results if there is a problem)
- Get an Eagle Access ID card (basement of UC West)
- Parking passes are not required, but [register your vehicle here](#).
- Submit organization and individual biography for Spiritual Support [Photo Directory](#).

### Yearly Renewal

- Off-campus advisors attend Religious Life advisor meetings (Faculty, students also welcome)
- Student leader(s) attend a [renewal session](#) every August.
- Any new off-campus volunteers or advisors must complete the orientation process above.