

NEW FAITH-BASED STUDENT ORGS

Part 1: Center for Campus Life Process

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

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

- [Schedule 1:1 meeting](#) with Center for Campus Life 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 Process (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.