

Re- Registration Checklist

- First, Elect your officers for the 2021-2022 Academic Year
- Now, take these steps to Update Your Organization Profile:
 - End the Membership of Graduating and Former Members by managing your roster
 - Update your Organization Roster with your incoming officers
 - Create events for your fall events, and with placeholder information if not booked yet
 - Add photos from the past year to your organization gallery
 - Write at least one news item to highlight what your organization has done this year, including a photo with the post
- Gather all contact information for your group (this could include General email address; phone number; *Facebook* page; external website; twitter handles etc.)
- Make an excel spreadsheet saved as your organization name that contains the netIDs for all members returning in the fall
- Gather the Name, RUID, net ID, phone number, and **scarletmail** for at least three (3) organizational officers for the upcoming academic year (Primary Officer/President, Treasurer/Chief Financial Officer, and your Additional Officer, which should be the next highest officer position.)

President Name: _____

President RUID: _____ President netID: _____

President Phone: _____ President Scarletmail: _____

Treasurer Name: _____

Treasurer RUID: _____ Treasurer netID: _____

Treasurer Phone: _____ Treasurer Scarletmail: _____

Additional Officer Name: _____

Additional Officer RUID: _____ Additional Officer netID: _____

Add'l Officer Phone: _____ Add'l Officer Scarletmail: _____

- **OPTIONAL:** Name, net ID, phone number, and campus email of your Faculty/Staff Mentor (This is a full time Faculty OR Staff member at the University chosen by your group. This is not a member of the Student Involvement Staff and this person must be willing and on campus through the 2021-2022 academic year). Having a Faculty Staff Mentor is encouraged but NOT required.

- Brainstorm some searchable interests for your group: choosing and ranking interests helps us recommend personalized [Organizations](#) and [Events](#) for potential members and improves our site search processes. If you think of an interest that isn't listed that you'd like added, after completing re-registration you may make suggestions here: <https://rutgers.campuslabs.com/engage/submitter/form/start/255761>
- Discuss with your new e-board your Meeting Room Preferences for 2021-2022. Consider the days and times you'd like, whether you want to meet in Student Center or Academic Space, which Campus you'd like to meet on, and how frequently you'd like to meet. Also discuss whether location, day, or time is your priority.
- Decide on two members or officers who are available for summer communication to be your contacts for Involvement Fair 2021 Registration. Gather their names, emails, and phone numbers.

Involvement Fair Contact 1 Name: _____

Involvement Fair Contact 1 Phone: _____

Involvement Fair Contact 1 Summer Email: _____

Involvement Fair Contact 2 Name: _____

Involvement Fair Contact 2 Phone: _____

Involvement Fair Contact 2 Summer Email: _____