

Address
Office of Engagement &
Involvement
Marshall Center, Rm. 215
4202 E. Fowler Ave. CTR 246
Tampa, FL 33620-2246

Office of Student Engagement and Involvement

Phone Numbers
Office: 813-974-7595
Fax: 813-974-8011

Established Organization Re-Registration Checklist

- ✓ **Re-Register Organization by September 30th**
(If fail to re-register by September 30th, organization is made inactive for a time period of no less than 1 semester)
 - **Note:** If new/current president does not have access to Oasis, come by our office & fill out an **Organization President Registration Form** to gain access to OASIS and continue with Re-Registration
 - President Re-Registers Organization through OASIS
 - Update Organization Information though OASIS
 - Organization General Information
 - Advisor Info
 - Update Required Membership Count in OASIS Membership Section
 - Cancel members that have graduated or no longer members.
 - Add members that are not in your membership list.
 - Must Have Required Officers & Membership Count
 - President & Treasurer Officers Required
 - A&S Funded: 10
 - Non-A&S Funded: 5
- ✓ **Constitution on File and Approved within last 3 years**
 - Constitution must be updated and approved every 3 years
 - Check with our office for date of last update to constitution
- ✓ **President must attend yearly Bull Session Training held during Fall Semester**
- ✓ **Once Items Above are Fulfilled**
 - If A&S Funded, Contact a Student Government Comptroller for more information/questions about the Funding Process and/or your Financial Obligations and Account by calling 813-974-2045