**KECK STUDENT ORGANIZATION RECOGNITION PROCESS STEP‐BY‐STEP INSTRUCTIONS**

Student organizations need to be recognized by **both** USC Student Affairs and ASSM to be eligible for ASSM & GSG funding, room reservations, and events calendar use. Please contact your ASSM Presidents at usc.assm@gmail.com with any questions.

***Instructions for registration with USC Student Affairs (Campus Activities):***

1. **Follow the instructions in this** [**link**](https://campusactivities.usc.edu/programs/recognized-student-organizations/current-student-organizations/) **to re-register for an old SIG.**
2. **Follow the instructions in this** [**link**](https://campusactivities.usc.edu/programs/recognized-student-organizations/new-student-organizations/) **to register a NEW SIG.**

***Instructions for registration with ASSM:***

1. **Add your organization to the** [**Keck Student Organization Directory.**](https://docs.google.com/spreadsheets/d/1g9F-qEICBkgKP923NKTVNm1zC5ae-h-vuj4c7F94lWU/edit) Please include contact information and titles for your officers. This will be used to create an official roster of student leaders.
2. **Create a budget for your club.** Your budget must include the following:
	1. All planned expenses for the entire academic year starting August 1.
	2. Your entire projected income in dues and planned fundraisers.
	3. The number of students who signed up for your organization at the Student Life Dinner in August.
	4. All the possible fundraisers you might have. We strongly encourage fundraising and will consider this favorably when we decide how much ASSM can allocate for your club.
3. **Upload the following documents to the Student Org Dropbox**\*\* (username: usc.assm@gmail.com, password: keckstudentorgs)
	1. Screenshot of your engageSC approval email.
	2. Constitution.
	3. Budget.
	4. [ASSM Recognition Form](https://drive.google.com/file/d/0B3FmEhWLTpzgbXJtMkxLRjZFdE0/edit?usp=sharing)
4. When you have uploaded these documents, **submit the** [**I'm done! form**](https://docs.google.com/forms/d/1dHFozUL16L2aYFPT0gTWgcQhcMfDGDnGK3vMuWkbaro/viewform?usp=send_form) so that we can confirm your status.