

LiNK TO GET INVOLVED

Student Group Recognition Overview
Applying for Re-Recognition within Cougar Link



COUGARLiNK

<http://cougarlink.kean.edu>

Updated 4/2/16



Student Group Recognition Overview Agenda

1. Requirements for Student Group Recognition
2. Completing the Student Group Recognition Form
3. Next Steps...
4. Common Student Group Recognition Form Errors
5. Checking the Status of A Student Group Recognition Form
6. Editing and Re-Submitting Student Group Recognition Forms



Kean University



REQUIREMENTS FOR STUDENT GROUP RECOGNITION



COUGARLiNK

<http://cougarlink.kean.edu>



Student Group Recognition Requirements

Student Groups & Organizations

1. Complete recognition form each semester
2. At least 10 active student members (including the Executive Board)
3. An Executive Board consisting of a presiding officer (ex: President) and a record keeper (Ex: Secretary)
4. A Constitution or Charter that complies with Kean University Guidelines
5. A full-time faculty or staff Student Group Advisor (must complete a biannual advisor training requirement)
6. Executive Board members complete an annual student group training requirement
7. Each Executive Board member must complete a FERPA Release Form annually
8. May not discriminate

Greek Organizations

1. Complete recognition form each semester
2. At least 5 active members over 3 semesters
3. Greek Senate Representative and participation in Greek Senate
4. A Constitution or Charter that complies with Kean University Guidelines
5. A full-time faculty or staff Student Group Advisor (must complete a biannual advisor training requirement)
6. Executive Board members complete an annual student group training requirement
7. Each Executive Board member must complete a FERPA Release Form annually
8. Must pay Greek Senate dues and participate in Greek Senate mandated educational workshops and community service projects
9. May not discriminate





Student Group Recognition Deadlines

It is the responsibility of the organization's Executive Board, preferably the President and/or Secretary, to complete the Student Group Recognition Process for recognized student groups on Cougar Link each semester. The Student Group Recognition Process must be successfully completed on Cougar Link by:

- **Fall Registration Date:** the third Tuesday in April.
- **Fall LATE Registration Date:** the first Tuesday in October (*for new student groups who missed the fall deadline*).
- **Spring Registration Date:** the first Tuesday in December.
- **Spring LATE Registration Date:** the first Tuesday in February (*for new student groups who missed the spring deadline*).



COUGARLiNK

<http://cougarlink.kean.edu>

Student Group Recognition



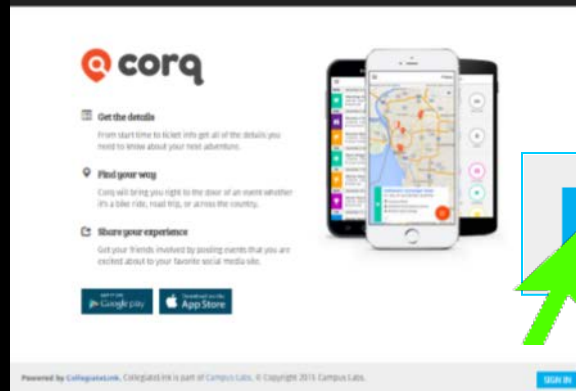
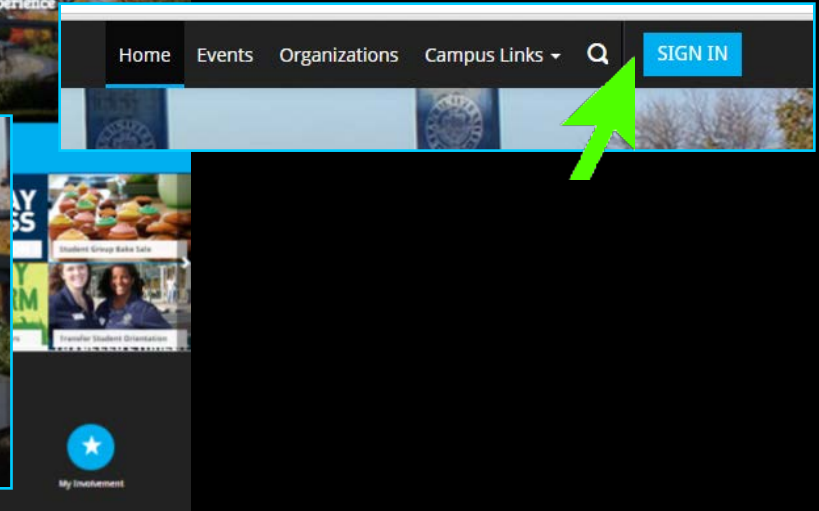
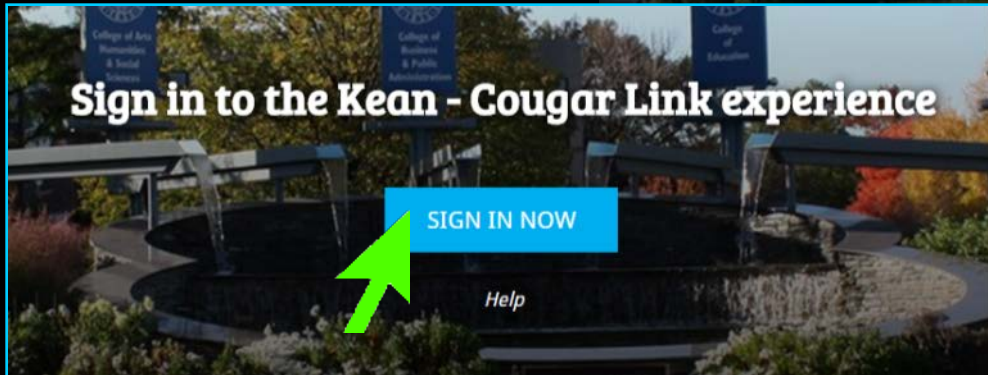
COMPLETING THE STUDENT GROUP RECOGNITION FORM



COUGARLiNK

<http://cougarlink.kean.edu>

Sign In to Cougar Link



COUGARLINK

<http://cougarlink.kean.edu>



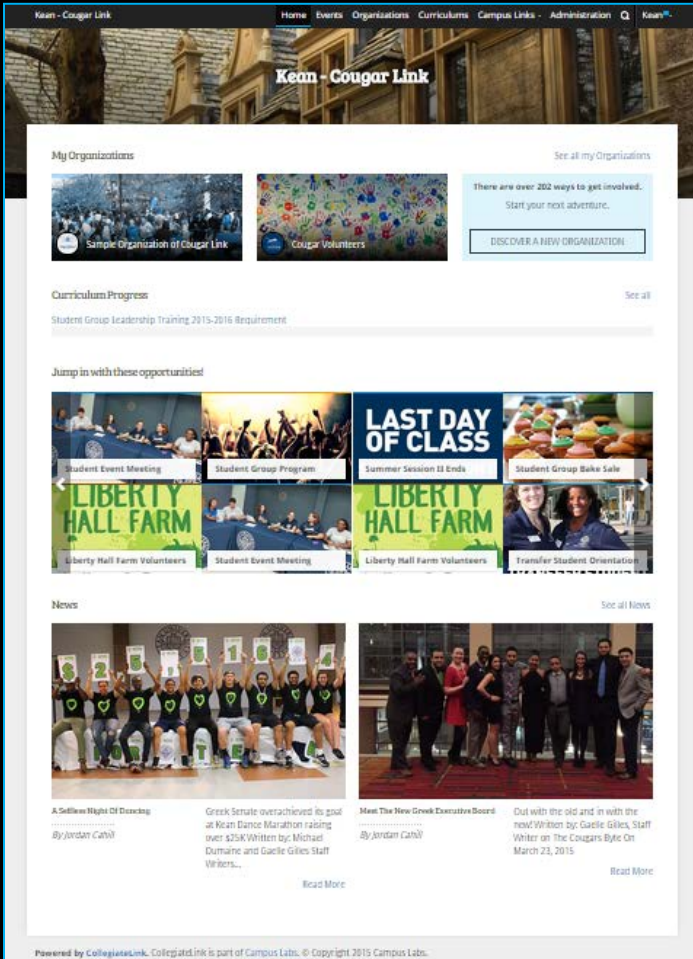
Signing In To Cougar Link

- Enter your Kean Google username (without "@kean.edu") and password
- Click "Sign In"

The screenshot shows the Kean University login interface. At the top left is the Kean University seal, followed by the word "KEAN" in a large, blue, serif font. Below this is the tagline "WORLD-CLASS EDUCATION" in a smaller, blue, sans-serif font. The main content area is a white box with a light blue border. Inside, it says "Enter your institution information to sign in." Below this are two input fields: "Username" with the text "cougark" entered, and "Password" which is empty. A green "Sign in" button is positioned below the password field. To the right of the button is a blue link that says "Need Help?".



Navigate To Your Organization's Page



The screenshot shows the Kean - Cougar Link website interface. At the top, there is a navigation bar with links for Home, Events, Organizations, Curriculums, Campus Links, and Administration. Below the navigation bar is a header image with the text "Kean - Cougar Link". The main content area is divided into several sections:

- My Organizations:** This section features a "See all my Organizations" link and a "DISCOVER A NEW ORGANIZATION" button. It includes images for "Sample Organization of Cougar Link" and "Cougar Volunteers". A text box states: "There are over 202 ways to get involved. Start your next adventure."
- Curriculum Progress:** This section includes a "See all" link and a link for "Student Group Leadership Training 2015-2016 Requirement".
- Jump in with these opportunities:** This section displays a grid of event cards, including "Student Event Meeting", "Student Group Program", "Summer Session II Ends", "Student Group Bake Sale", "Liberty Hall Farm Volunteers", and "Transfer Student Orientation".
- News:** This section features a "See all News" link and two news articles. The first article is titled "A Selloff Night Of Drinking" and the second is "Meet The New Greek Executive Board".

At the bottom of the page, there is a footer that reads: "Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs."

Navigate to your organization's page by using:

- The link in the "My Organizations" area
- The organization directory



My Organizations

MY ORGANIZATIONS



My Organizations

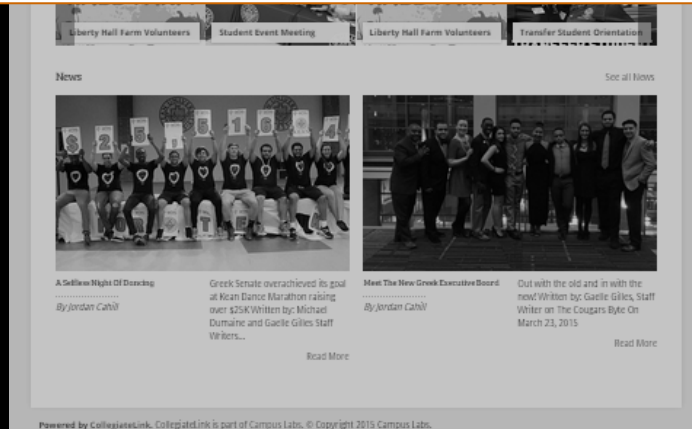
See all my Organizations



There are over 20 ways to get involved.
Start your next adventure.

DISCOVER A NEW ORGANIZATION

Organization Leaders can access their organization by selecting it from "My Organizations" or clicking "See all my Organizations"



Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.

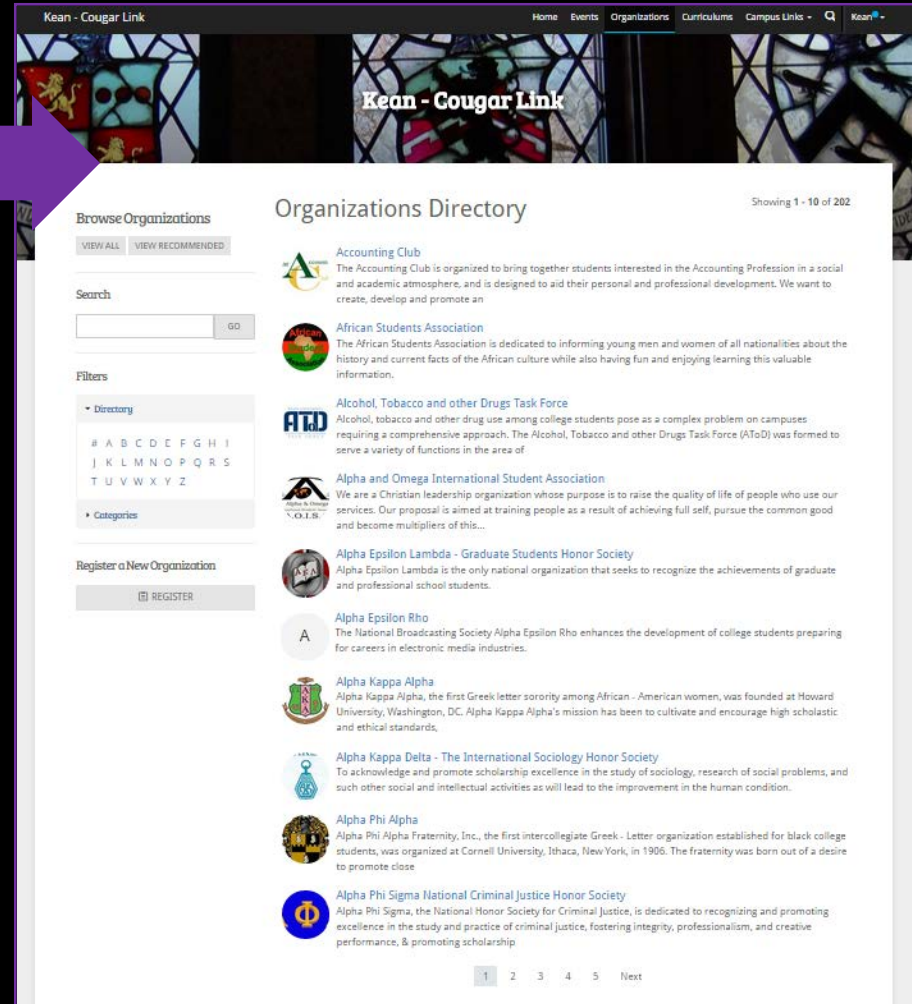
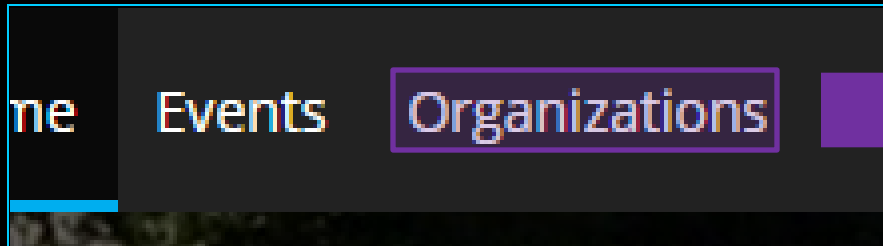


COUGARLINK

<http://cougarlink.kean.edu>



Organizations Directory



Organization Leaders can also navigate to their organization using the Organizations Directory by selecting "Organizations" from the system navigation menu at the top.





Navigating the Organizations Directory

Organizations can be found by:

- Searching for keywords
- Applying filters:
 - Directory (Alphabetical)
 - Categories
- Cultural Organization
- Fraternity
- Funded Group
- Governmental Group
- Greek Organization
- Etc...

The screenshot shows the 'Browse Organizations' page. At the top, there are two buttons: 'VIEW ALL' and 'VIEW RECOMMENDED'. Below that is a 'Search' section with a text input field and a 'GO' button. Underneath is a 'Filters' section. The 'Directory' filter is expanded, showing an alphabetical index from # to Z. The 'Categories' filter is collapsed.





Organization Page - Member View

Normal View:

The screenshot shows the 'Normal View' of the organization page. At the top, there is a navigation bar with links for Home, Events, Organizations, Curriculums, Campus Links, and a search bar. Below the navigation is a large banner image with the organization's logo and the text 'Sample Organization of Cougar Link'. A secondary navigation bar includes Home, News, Profile, Events, Roster, Gallery, Documents, Events, and Set up Hours. The main content area features a 'Primary Contact' section for Scott Snowden, a row of member profile icons, and an 'Upcoming Organization Events' section with two event cards: 'Student Event Meeting' and 'Student Group Program'. Below this are sections for 'Tweets', 'Photos', and 'Discussion'. A 'News' section at the bottom displays two news articles with 'EXTRA! EXTRA!' headlines. The footer contains the text: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'

Student Group Recognition:

The screenshot shows the 'Student Group Recognition' view of the organization page. The layout is similar to the normal view, but with a prominent blue banner at the top stating 'This organization is currently eligible for registration.' and a 'REGISTER' button. The navigation bar includes an additional 'Administration' link. The 'Upcoming Organization Events' section is identical to the normal view. The 'Tweets' section shows a tweet from @kwaninvolvement. The 'Photos' and 'News' sections are also present. The footer text is: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2016 Campus Labs.'

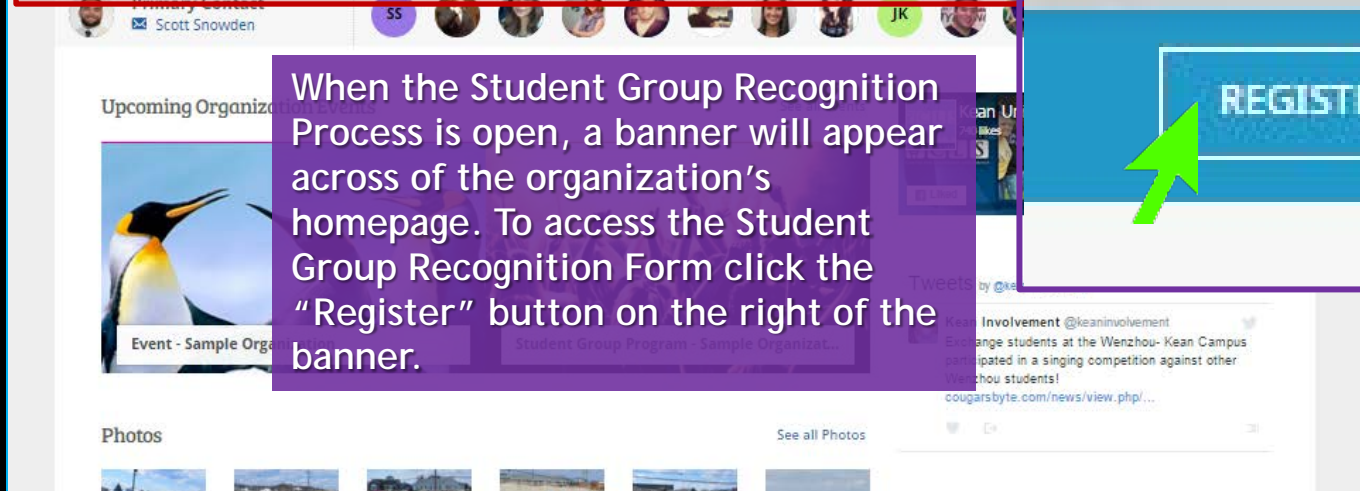
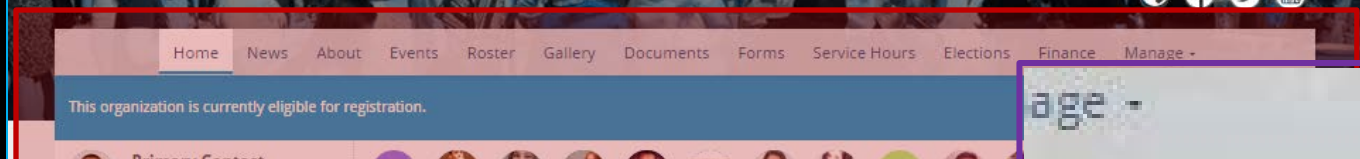
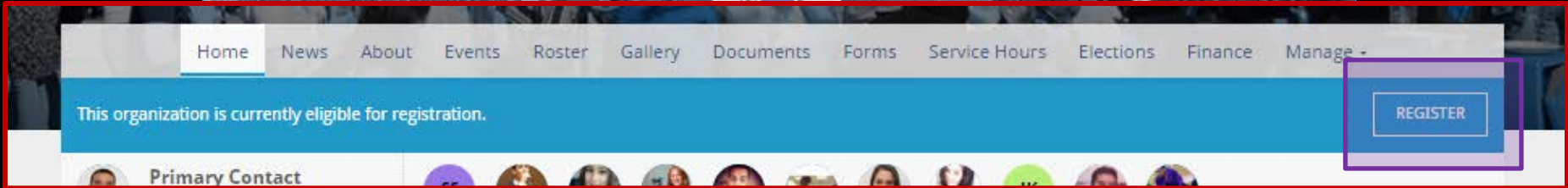


COUGARLINK

<http://cougarlink.kean.edu>



Accessing the Recognition Form





Returning Groups: Recognition Form Steps

1. Instructions
2. Student Group Recognition Filer Information
3. Organization Profile
4. Organization Profile Picture
5. Student Group Roster Instructions
6. Organization Roster
7. Student Group Recognition Acknowledgements
8. Student Group Recognition Reminders





Instructions (1 of 8)

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Administration Scott

Sample Organization of Cougar Link

Home News About Events Roster Gallery Documents Forms Service Issues Elections Finance Manage

Fall 2016 Student Group Recognition - Returning Groups - Step 1 of 8

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in **My Involvement**.

The Center for Leadership and Service, through the auspices of the Vice President for Student Affairs, is responsible for student group recognition. All student organizations and clubs, with the exception of honor societies, must apply for recognition each semester. The information below is meant to serve as a guide for anyone wishing to establish a new Kean University student organization or club or for current student group leaders wishing to apply for recognition for the upcoming semester.

Recognition Deadlines

The following deadlines are for all student organizations and clubs (funded groups, Greek letter organizations, non-funded groups, student governments, with the exception of honor societies, seeking recognition. The aforementioned student organizations and clubs must apply for recognition for the upcoming semester prior to the deadlines established below.

- Fall Registration Date: the third Tuesday in April by 2 p.m. - **Tuesday, April 19, 2016**
- Fall LATE Registration Date (New Groups Only): the first Tuesday in October by 2 p.m.
- Spring Registration Date: the first Tuesday in December by 2 p.m.
- Spring LATE Registration Date (New Groups Only): the first Tuesday in February by 2 p.m.

PLEASE NOTE: No student organization or club may enjoy the benefits of official Kean University recognition (ability to reserve rooms, hold meetings, post flyers, advertise, etc...) until they have successfully completed the recognition process AND received confirmation of recognition from the Center for Leadership and Service (Union Campus) or Kean Ocean Campus Life Office (Kean Ocean).

For an overview of the Student Group Recognition Process, please visit the Center for Leadership and Service website by clicking [here](#).

It is the President's and or Secretary's responsibility to complete this information on Cougar Link and update any information that has changed throughout the year (i.e. officers' names, positions, new advisor, and name of group and/or purposes). The membership information entered during the Student Group Recognition Process in Cougar Link will be automatically added to each member's Co-Curricular Transcript and serves as a permanent record of a student's involvement in the organization at Kean University, once approved.

[NEXT >](#)

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2016 Campus Labs.

- Carefully read the instructions.
- Once you open the recognition form, you may go back to it through your Cougar Link "Involvement" Menu, under the "Organization Registration" tab of the "Submissions" page.





Next = Save



- When you are done with each page click "Next"
 - Saves the recognition form information
 - Moves on to next page of the recognition process



Student Group Recognition Filer Information (2 of 8)

Complete the following:

- Your Full Name
- Contact Phone Number
- Preferred Email Address
- Will you be an Executive Board Member for the organization you are completing this Student Group Recognition Form on behalf of for the upcoming semester?
 - Yes. Please continue.
 - No. **Do not continue.** An upcoming semester Student Group Executive Board member (preferably President or Secretary) must resubmit this form.

The screenshot shows a web browser window with the URL 'kean - Cougar Link'. The page title is 'Sample Organization of Cougar Link'. The main content area is titled 'Fall 2016 Student Group Recognition - Returning Groups - Step 2 of 8' and 'Student Group Recognition Filer Information'. The form includes the following fields and instructions:

- Your Full Name:** [Text input field]
- Contact Phone Number:** [Text input field]
- Preferred Email Address:** [Text input field]
- Will you be an Executive Board Member for the organization you are completing this Student Group Recognition Form on behalf of on October 15, 2016 (Fall 2016)?**
 - Yes. Please continue.
 - No. Do not continue. A Fall 2016 Student Group Executive Board member (preferably President or Secretary) must resubmit this form.

Navigation buttons: '< PREVIOUS' and 'NEXT >'. Footer: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2016 Campus Labs.'





Organization Profile (3 of 8)

The screenshot shows a web browser window with the URL 'Kean - Cougar Link'. The page title is 'Sample Organization of Cougar Link'. The main content area is titled 'Fall 2016 Student Group Recognition - Returning Groups - Step 3 of 8'. Below the title, there is a section for 'General Information' with the following fields:

- Official Name:** Sample Organization of Cougar Link
- Acronym/Nickname:** SAMPLE
- Organization Description Summary:** This is a sample organization designed to provide a place for all Kean University students interested in a similar interest to meet and enjoy each other's company while making Kean a better place for all. (50 characters remaining)
- Organization Description:** This sample organization was created in January 2009 when Kean University first launched Cougar Link. The organization is used as a sample to other student organizations and clubs who wish to take full advantage of the Cougar Link system.
- Organization Web Site URL:** sample
<https://kean.collegiatelink.net/organization/sample>
- External Website:** <http://www.kean.edu/offices/csl/cougar-link>
- Facebook Page URL:** <http://www.facebook.com/keancsl>
- Twitter Username:** KeanInvolvement

Below the 'General Information' section is the 'Organization Contact Information' section with the following fields:

- Email:** cougarlink@kean.edu
- Street Address:** 1000 Morris Avenue
- City:** Morristown, NJ 07958

- Carefully complete and update the organization profile.
- Be sure to complete all required fields. If you do not complete all required fields, you will receive an error.





Organization Profile (3 of 8)

Organization Official Name

Organization Summary

Viewable in Organizations Directory

Organization Full Description

Org. External Website

Organization Email Address

Organization Student Group Advisor Information:

- Name
- Office/Dept./School
- Campus Location Address
- Phone Number
- Email Address

Fall 2016 Student Group Recognition - Returning Groups - Step 3 of 8
Provide some basic information about your organization.

General Information

* Official Name: Sample Organization of Cougar Link

Acronym/Nickname: SAMPLE

Organization Description Summary
This is a sample organization designed to provide a place for all Kean University students interested in a similar interest to meet and enjoy each other's company while making Kean a better place for all.
30 characters remaining

Organization Full Description
This sample organization was created in January 2009 when Kean University first launched Cougar Link. The organization is used as a sample to other student organizations and clubs who wish to take full advantage of the benefits and advantages of Cougar Link.

* Organization Web Site URL: sample
https://kean.colgacougarlink.net/organization/sample

Facebook Page URL: http://www.facebook.com/keancs
Twitter Username: KeanInvolvement

Organization Contact Information

Email: sample@kean.edu

Organization Mailing Address and Phone Number

1000 Morris Avenue
Miron Student Center room 219
City: Union State/Province: NJ ZIP/Postal Code: 07083
Country: USA
Phone Number: 908-737-3170 Extension:
Fax Number: 908-737-3175

Additional Information

ADVISOR INFORMATION

* Advisor's Name: Scott Snowden
* Advisor's Office/Department/School: Center for Leadership and Service

ADVISOR'S CONTACT INFORMATION

Please note, advisor's contact information will only be seen by organization and campus administrators. This information (in red headers) is **NOT** publicly viewable.

* Advisor's Campus Address/Office Location: Sample Advisor
* Advisor's Campus Phone Extension:

Organization Acronym

Org. Cougar Link Website URL

Org. Social Media Accounts

Organization Mailing Address and Phone Number

Please Note:
Questions in RED are not publically viewable.



COUGARLINK

<http://cougarlink.kean.edu>



Organization Profile (3 of 8)

Organization Type

Student Group Advisor Contract and Name the Organizations:
All organization presidents and student group advisor's are required to meet and discuss the Student Group Advisor Contract. To learn more about the role of a student group advisor, please click here.
To access the required Student Group Advisor Contract, please click here.

STUDENT GROUP INFORMATION:
The information below is only visible to organization and Kean University Cougar Link system administrators. This information (on red headers) is NOT publicly viewable.

* Organization Type:
 Greek Letter Organization
 Honor Society
 Non-Faculty Group
 Residential Student Services Group
 Student Government
 Student Organization Funded Group
 Student Organization Governmental Group
 Kean University Department or Student Service
 Wenzhou-Kean University Students Group
 Other

Advisor Contract Information

Organization Bank Account Information

* Campus:
Please identify your organization's primary location of operation. Primary location is defined as where the majority of your organization's meetings and activities are held.

- Kean University Main Campus - Union County, NJ
- Kean Cooran Campus - Cooran County, NJ
- Wenzhou-Kean University Campus - Wenzhou, China

Group Financial Information:
Please note that groups may NOT use the name "Kean University" in the title of their bank account.

* Yes, enter the name of the bank.

* No
 Yes, I am providing the bank information for my organization.
 No, I am not providing the bank information for my organization.

Primary Campus of Operation

Executive Board Member Contact Information

EXECUTIVE BOARD CONTACT INFORMATION:
Please note, executive board contact information will only be seen by organization and campus administrators. This information (on red headers) is NOT publicly viewable.

REMINDER: You must enter the executive board information for the FALL 2016 semester.
If your organization holds elections for the next semester, **YOU MUST WAIT UNTIL YOU HAVE COMPLETED ELECTIONS TO COMPLETE THIS INFORMATION.**

Executive Board Term of Office:
Please enter the term of office for the executive board member's listed below.
For example: May 1, 2016 to April 30, 2017 or January 1, 2016 to December 31, 2016.

Executive Board Member #1:

Executive Board Member #1: First Name

Executive Board Member #1: Last Name

Executive Board Member #1: Position

Executive Board Term of Office:
Ex: May 1, 2016 to April 30, 2017
Ex: January 1, 2016 to December 31, 2017





Organization Profile (3 of 8)

Executive Board Member #5

Executive Board Member #5: First Name
jamie

Executive Board Member #5: Last Name
Relations

Executive Board Member #5: Position
Director of Public Relations

Executive Board Member #5: KUID
00123456

Executive Board Member #5: Phone Number
908-555-5555

Executive Board Member #5: Email Address
sample@kean.edu

For EACH Executive Board Member, complete the following information accurately. *Incorrect or incomplete information will result in the recognition form being denied.*

- First Name
- Last Name
- Position
- KUID
- Phone Number
- Email Address

Additional Executive Board Members:

Please enter the Name, Position, KUID, Phone Number, and Email Address of each executive board member separated by commas with one executive board member per line. **DO NOT INCLUDE INFORMATION HERE IF IT HAS BEEN INCLUDED ABOVE.**

Example:
John Smith, President, 00012345, 908-737-5326, johnsmith@kean.edu
Kean Cougar, Vice President, 000001855, 908-737-5236, kcougar@kean.edu

David Educator, New Member Educator, 00012346, 908-737-5326, sample@kean.edu

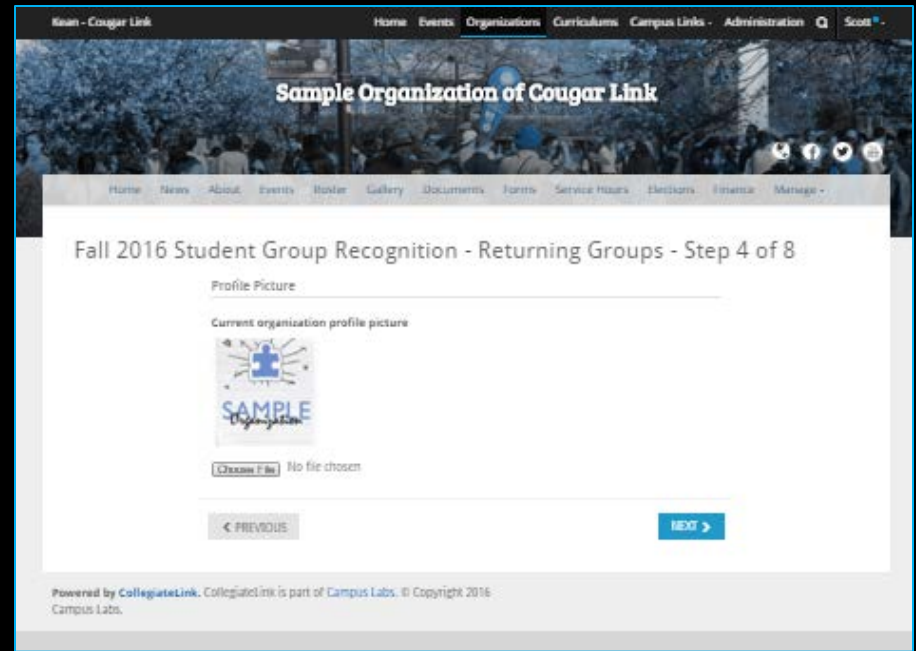
Additional Executive Board Member Information: You may only enter 5 board members in the designated form fields. All additional Executive Board members must be entered here in this format:
Kean Cougar, Vice President, 000001855, 908-737-5236, kcougar@kean.edu
DO NOT ENTER BOARD MEMBERS HERE TWICE.





Organization Profile Picture (4 of 8)

- If you would like to change your organization's profile picture, you may select a new organization profile picture to upload.





Organization Profile Photos



PROFILE
PHOTOS



COUGARLINK

<http://cougarlink.kean.edu>



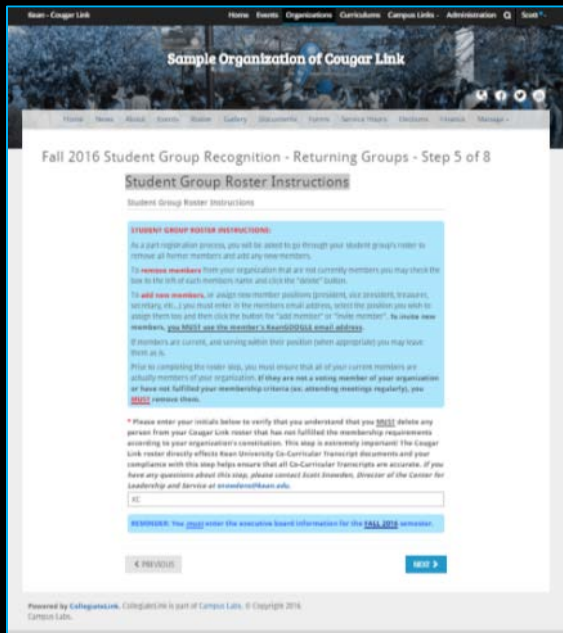
Organization Profile Photos

- Organization Profile Photos can be uploaded in any common image format
 - File size limit: 10MB
 - Supported file types JPG, PNG, GIF
- Uploaded images will be cropped to be circular
- Profile photos are on the Organizations Directory, Event Pages and the Organization Homepage.





Student Group Roster Instructions (5 of 8)



As a part registration process, you will be asked to go through your student group's roster to remove all former members and add any new members.

To **remove members** from your organization that are not currently members you may check the box to the left of each members name and click the "delete" button.

To **add new members**, or assign new member positions (president, vice president, treasurer, secretary, etc...) you must enter in the members email address, select the position you wish to assign them too and then click the button for "add member" or "invite member". **To invite new members, you MUST use the member's KeanGOOGLE email address.**

If members are current, and serving within their position (when appropriate) you may leave them as is.

Prior to completing the roster step, you must ensure that all of your current members are actually members of your organization. **If they are not a voting member of your organization or have not fulfilled your membership criteria (ex: attending meetings regularly), you MUST remove them.**

Before being able to proceed, you must enter your initials indicating that you fully understand the instructions and will remove inactive members.





Organization Roster (6 of 8)

You must correctly identify all of your Executive Board members for the semester you are applying for recognition in. This must match the Organization Profile information.

To assign Executive Board member roles you will need to select the position and enter the Kean email address, first name and last name.

Members can be added in bulk by using their Kean email addresses.

Note: The number of members showing on the Organization Roster accounts for each executive board member as a Board member and an organization member. For example, a group with 4 Executive Board members and 6 members would show 14 members on the Cougar Link Organization Roster (4 Executive Board members + 10 general members).

The screenshot shows a web interface for adding members to an organization. The page title is "Fall 2016 Student Group Recognition - Returning Groups - Step 6 of 8". The main heading is "Sample Organization of Cougar Link". The form is titled "Select members to fill the positions in your organization." and "Position Fulfillment".

Requirements:

- At least 1 President

Optional Positions:

- Vice President
- Secretary
- Treasurer
- Director of Public Relations
- Advisor

Form Fields:

- Buttons: "Add Positions", "Add Member List"
- Position:
- * Email:
- First Name:
- Last Name:
- Button: "ADD"

Positions to Add:

REMOVE Q

Email	First Name	Last Name	Position
member7@kean.edu			Member
member6@kean.edu			Member
member5@kean.edu			Member
member4@kean.edu			Member
member3@kean.edu			Member

Showing 1 - 5 of 17 first | prev | next | last

Buttons: "PREVIOUS", "NEXT >"

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2016 Campus Labs.





Organization Roster (6 of 8)

Fall 2016 Student Group Recognition - Returning Groups - Step 6 of 8

Select members to fill the positions in your organization.

Position Fulfillment

Required Positions

Requirements

At least 1 President

Optional Positions

- Vice President
- Secretary
- Treasurer
- Director of Public Relations
- Advisor

Available Positions

Tabs to Add Positions or a Bulk Member List

Add Positions

Add Member List

Information added here must match the Organization Profile Executive Board member information.

Position

President

* Email

sample@kean.edu

First Name

John

Last Name

President

Add Positions:

Select the position and enter the Kean email address, first name and last name for each.

ADD





Organization Roster (6 of 8)

Add Positions **Add Member List**

Please use a school associated e-mail (.edu/.ca) when inviting users to this organization. All members may be added in bulk by separating email addresses with a comma, semicolon or line return.

Email Addresses

member1@kean.edu
member2@kean.edu
member3@kean.edu
member4@kean.edu

ADD

Members can be added in bulk by entering their Kean email address in the box. Email addresses must be separated by a comma, semicolon or line return. **Only active voting members should be added as members.**





Organization Roster (6 of 8)

REMOVE

Email	First Name	Last Name	Position
<input type="checkbox"/> sample5@kean.edu	Jamie	Relations	Director of Public Relations
<input type="checkbox"/> sample4@kean.edu	Ronald	Secretariat	Member
<input type="checkbox"/> sample4@kean.edu	Ronald	Secretariat	Secretary
<input type="checkbox"/> sample3@kean.edu	Kristen	Treasury	Member
<input type="checkbox"/> sample3@kean.edu	Kristen	Treasury	Treasurer

Showing 11 - 15 of 17

Members who are no longer active, or no longer in their position, may be removed by checking the **box** to the left of their name and then selecting **"Remove"**. Be sure to use the **"prev"** and **"next"** links to review the entire list to remove inactive members.



Student Group Recognition Acknowledgements (7 of 8)

Home Events Organizations Curricula Campus Links Administration Scott

Sample Organization of Cougar Link

Home News About Events Register Gallery Documents Forms Service Hours Elections Finance Manage

Fall 2016 Student Group Recognition - Returning Groups - Step 7 of 8

Student Group Recognition Acknowledgements

Student Group Recognition Acknowledgements

Please check each box below to verify that you have read, understand and acknowledge the corresponding statement and take responsibility for informing your respective organization's executive officers of the recognition requirements.

- Required**
 - I understand that it is the responsibility of the organization's President or Secretary to complete the Student Group Recognition Process for recognized student groups and honor societies on Cougar Link each semester.
- Required**
 - I understand that my group must consist of at least ten (10) registered students who are in good academic and disciplinary standing within the University. (This policy does not apply to Greek-letter organizations.)
- Required**
 - I understand that my group and its members must comply with all University policies and regulations with federal, state and local laws; and with regulations of the parent organization as applicable.
- Required**
 - I understand that my group and its members must accept responsibility for all financial obligations incurred and decisions made as an organization.
- Required**
 - I understand that my group must have a full-time Kean University faculty/staff advisor who is appointed for a one-year term and approved by the Center for Leadership and Service (Union Campus) or Kean Ocean Campus Life Office (Kean Ocean Campus).
- Required**
 - I understand that an executive board member of a group must notify the Center for Leadership and Service immediately in writing of any changes in group name, names of members, advisor and/or change in the Constitution. If an organization updates their Constitution, they must provide an electronic copy to the Center for Leadership and Service so it may be uploaded onto Cougar Link.
- Required**
 - I understand that if my group receives financial support, we must follow the guidelines established by the funding organization or department in addition to the policies established for all student groups.
- Required**
 - I understand that all members of my student group must adhere to Kean University's student group policies and regulations and that failure to do so may subject my group to a maximum sanction of termination of recognition from the University.
- Required**
 - I understand that my group may not select its members on the basis of ancestry, race, marital status, color, sex, religion, gender, age, national origin, affectional or sexual orientation, disability or liability for service in the armed forces.
- Required**

- Carefully review each statement and check the corresponding box that you acknowledge the directives.
- At the bottom of the Recognition Acknowledgements page, you will be required to enter your name certifying that you read and understand the statements.





Student Group Recognition Reminders (8 of 8)

- Review all of the information and reminders regarding being a recognized student group at Kean University.

The screenshot shows a web page titled "Sample Organization of Cougar Link" with a navigation menu including Home, Events, Organizations, Curricula, Campus Links, and Administration. The main content area is titled "Fall 2016 Student Group Recognition - Returning Groups - Step 8 of 8 Student Group Recognition Reminders" and "Student Group Recognition Reminders and Resources". It contains several sections with blue headers and white text:

- CAMPUS ALERT**: All student group leaders are asked to register for Campus Alert, Kean University's emergency notification system. To learn more about Campus Alert, to register or update your Campus Alert account, please visit <http://www.kean.edu/campusalert>.
- STUDENT GROUP TOOLKIT**: The Center for Leadership and Service has worked with various Kean University departments and offices to establish a Kean University Student Group Toolkit. This new Student Group Toolkit consists of a compilation of Kean University policies and procedures that are applicable to student groups and organizations as well as organizational resources and tips to help student group leaders run a prosperous student group. The Student Group Toolkit is available online at <http://www.kean.edu/offices/cs/ubs/toolkit> and will be continuously updated.
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.) RELEASE FORM**: All student group leaders are required to complete a Family Educational Rights and Privacy Act (F.E.R.P.A.) Release form www.kean.edu/offices/cs/ubs/ferpa. To learn more about the Family Educational Rights and Privacy Act (F.E.R.P.A.) or to complete the form, please visit <http://www.kean.edu/offices/cs/ubs/ferpa>. Please forward this link to all members of your executive board to have them complete the FERPA form in a timely manner. **Completion of the FERPA form by ALL executive board members is required.**
- STUDENT LEADERSHIP CRITERIA**: All student group leaders are reminded that they must comply with the Kean University Student Leadership Criteria to be eligible to serve in a leadership role. If a student becomes non-compliant with the Student Leadership Criteria, they will be ineligible to remain in their leadership role and will be removed from their position. To learn more about the Student Leadership Criteria, please visit <http://www.kean.edu/offices/cs/ubs/student-leadership>.
- STUDENT GROUP ADVISOR CONTRACT**: All student group and organization presidents must meet with their student group advisor to complete a Student Group Advisor Contract. The Student Group Advisor Contract is only applicable for one academic year and must be updated as part of every Fall student group recognition. Every Kean University student group is required to have a full-time Kean University employee serve as a student group advisor. To learn more about Student Group Advisor Roles and Responsibilities, please visit <http://www.kean.edu/offices/cs/group-recognition/advisor>. To access the **mandatory** Student Group Advisor Contract, please click here.

At the bottom, there is a section for **ADVISOR CONTRACT UPLOAD: (optional)** with the text: "If you have a current Advisor Contract, please scan it and upload it to this student group recognition form." Below this text is an "UPLOAD FILE" button.



COUGARLINK

<http://cougarlink.kean.edu>



Student Group Recognition Reminders

- **Campus Alert**

- All student group leaders are asked to register for Campus Alert, Kean University's emergency notification system. To learn more about Campus Alert, to register or update your Campus Alert account, please visit <http://www.kean.edu/campusalert>.

- **Student Group Toolkit**

- The Center for Leadership and Service has worked with various Kean University departments and offices to establish a Kean University Student Group Toolkit. This new Student Group Toolkit consists of a compilation of Kean University policies and procedures that are applicable to student groups and organizations as well as organizational resources and tips to help student group leaders run a prosperous student group.
- The Student Group Toolkit is available online at <http://www.kean.edu/offices/cls/clubs/toolkit> and will be continuously updated.

- **F.E.R.P.A. Release Form**

- All student group leaders are required to complete a Family Educational Rights and Privacy Act (F.E.R.P.A.) Release form annually. The link provided during the recognition process should be forwarded to all members of your executive board to have them complete the FERPA form in a timely manner. Completion of the FERPA form by ALL executive board members is required.





Student Group Recognition Reminders

- **Student Leadership Criteria**
 - All student group leaders are reminded that they must comply with the Kean University Student Leadership Criteria to be eligible to serve in a leadership role. If a student becomes non-compliant with the Student Leadership Criteria, they will be ineligible to remain in their leadership role and will be removed from their position. To learn more about the Student Leadership Criteria, please visit <http://www.kean.edu/offices/cls/clubs/student-leadership>.
- **Student Group Advisor Contract**
 - All student group and organization presidents must meet with their student group advisor to complete a Student Group Advisor Contract. The Student Group Advisor Contract is only applicable for one academic year and must be updated as part of every Fall student group recognition. Every Kean University student group is required to have a full-time Kean University employee serve as a student group advisor.
 - To learn more about Student Group Advisor Roles and Responsibilities, please visit <http://www.kean.edu/offices/cls/group-recognition/advisor>.





Review Submission

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Administration Scott

Sample Organization of Cougar Link

Home News About Events Roster Gallery Documents Forms Service Hours Elections Finance Manage

[← BACK TO SUBMISSIONS](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form.

Submission [PRINT](#) [PDF](#)

In Progress

Sample Organization of Cougar Link

1. Instructions (optional)
2. Student Group Recognition Filer Information
 - Student Group Recognition Filer Information
3. Organization Profile
4. Organization Profile Picture (optional)
5. Student Group Roster Instructions
 - Student Group Roster Instructions
6. Organization Roster
7. Student Group Recognition Acknowledgements
 - Student Group Recognition Acknowledgements
8. Student Group Recognition Reminders
 - Student Group Recognition Reminders and Resources

[✓ SUBMIT FOR APPROVAL](#) [✕ DELETE SUBMISSION](#)

Prior to submitting the completed Student Group Recognition Form, you will have the opportunity to review and make changes. To review or edit a page, click on the page name to reopen that form.

To submit your Recognition Form, you must click "Submit for Approval". Once submitted, you will receive an automated email receipt confirming the submission.

[✓ SUBMIT FOR APPROVAL](#)

[✕ DELETE SUBMISSION](#)



COUGARLINK

<http://cougarlink.kean.edu>

Student Group Recognition



NEXT STEPS...



COUGARLiNK

<http://cougarlink.kean.edu>



What's Next For Your Group...

- **Advisor Contract**
 - Must be submitted to the Involvement Center, located in Miron Student Center room 303 or emailed to groups@kean.edu
- **FERPA Release Forms**
 - Each Executive Board member must complete one annually. Send your fellow board members the link
- **Annual Student Group Training**
 - If your entire Executive Board does not fully satisfy the student group leader training requirement, your organization's recognition and events may be in jeopardy for the upcoming semester. Additional information will be sent to each Executive Board member following the student group recognition process



Student Group Recognition



COMMON STUDENT GROUP RECOGNITION FORM ERRORS



COUGARLiNK

<http://cougarlink.kean.edu>



Common Recognition Form Errors

Here are some things to double check and avoid before submitting your Student Group Recognition Form:

- Make Sure the **Executive Board Member Term of Office** on the Organization Profile has been updated to the current term/year.
- Make sure you have **fully completed the Executive Board Member contact information on the Organization Profile**. You must have a first name, last name, position, KUID number, phone number and email address for ALL Executive Board Members.
- Make sure the **Executive Board members identified on the Organization Profile are also identified on the Organization Roster**. The **Organization Roster** is what grants your Executive Board members administrative access to Cougar Link and is what is reflected on their Co-Curricular Transcript.
- Make sure you have the **correct number of active student members**.
- Make sure your **organization's Advisor information** is accurately completed.



Student Group Recognition



CHECKING THE STATUS OF A STUDENT GROUP RECOGNITION FORM

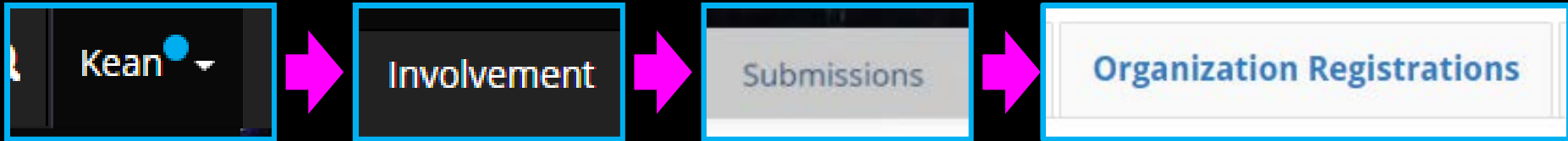


COUGARLiNK

<http://cougarlink.kean.edu>



Check On Submission Status



My Submissions

Forms | Elections | **Organization Registrations** | Events

Filter by Status: All

Name	Status of Form	Status Date	Date Completed	
Sample Organization of Cougar Link	Pending	4/2/2016 8:59 PM	4/2/2016 8:59 PM	View Print Delete
Sample Organization of Cougar Link	In Progress	4/2/2016 5:37 PM		View Print Delete
Pre-Law Society	In Progress	2/16/2016 12:31 PM		View Print Delete
Criminal Justice Club	In Progress	2/5/2016 2:06 PM		View Print Delete
Kean Ocean Pan-African Student Union	Approved	11/26/2013 12:27 PM	11/26/2013 12:26 PM	View Print Delete
Test Group	Denied	11/20/2012 9:31 AM	11/20/2012 9:30 AM	View Print Delete





Submission Status Definitions

- **In Progress** – Recognition Form has been started by the user, but is incomplete and/or not submitted for approval
- **Pending** – Recognition Form has been submitted, but is pending review. Full approval may require multiple layers of approval or additional items to be completed by the group (ex: Advisor Contract)
- **Approved** – Recognition Form has been approved and the organization is viewable for students
- **Denied** – Recognition Form has been reviewed and is denied. Comments for a denial should provide a rational for the denial. Denied forms may be edited and resubmitted for approval.



Student Group Recognition



EDITING AND RE-SUBMITTING STUDENT GROUP RECOGNITION FORMS



COUGARLiNK

<http://cougarlink.kean.edu>

Return to A Recognition Form

This screenshot shows the user interface of the Cougar Link system. At the top, there is a navigation bar with 'Campus Links' and a search icon. Below this is a profile section for 'Kean Cougar' featuring a mascot image. A sidebar menu on the left contains 'Involvement', 'Messages' (with a notification badge of 93), and 'Settings'. A green arrow points to the 'Involvement' menu item, and another green arrow points to the 'Campus Links' dropdown in the top navigation bar.

This screenshot displays the 'My Involvement' page. The 'Submissions' tab is selected in the top navigation bar. Below the navigation, there are tabs for 'Forms', 'Elections', 'Organization Registrations', and 'Events'. A 'Filter by Status' dropdown is set to 'All'. A table lists submission records with columns for 'Name', 'Status', 'Status Date', and 'Form Completed'. One record is visible: 'Sample Online Form' with a status of 'In Progress' and a status date of '7/28/2015 1:08 PM'. A red arrow points to the 'Sample Online Form' entry.

This screenshot shows the 'My Organization Memberships' page. The 'Submissions' link in the top navigation bar is highlighted with a red box. A green arrow points to this link. Below the navigation, there is a '+ ADD PAST MEMBERSHIP' button and tabs for 'Current Memberships' and 'Past Memberships'. A sample organization, 'Sample Organization of Cougar Link', is listed below.

A user can return to an incomplete or denied group recognition form and submit/resubmit it at any time. Cougar Link forms are saved each time you click "Next" while completing a submission.

Return to A Recognition Form

The screenshot shows the 'Kean - Cougar Link' website. The main navigation bar includes 'Home', 'Events', 'Organizations', 'Curriculums', 'Campus Links', and a search icon. Below this is a banner for 'My Involvement'. A secondary navigation bar contains 'Memberships', 'Events', 'Experiences', 'Interests', 'Service Hours', 'Submissions', 'Curriculum', 'Downloads', and 'Co-Curricular Transcript'. The 'Submissions' section is highlighted with a red box and contains a sub-menu with 'Forms', 'Elections', 'Organization Registrations', and 'Events'. A green arrow points to the 'Organization Registrations' tab. Below the tabs is a table of submissions with columns for Name, Status, and Date.

Name	Status	Date
Sample Online Form	In Progress	
Volunteer Activity Registration Form 2013-2014	In Progress	
CLS Application for Employment 2013-2014	In Progress	11/19/2013 10:34 AM
CLS Application for Employment	In Progress	6/19/2013 10:41 AM

In addition to recognition submissions, a user can return to a form submission, election voting ballot, and event submission. Use the "ORGANIZATION REGISTRATIONS" tab to view student group recognition forms.





My Submissions - Organization Registrations

Memberships Events Experiences Interests Service Hours **Submissions** Curriculum Downloads Co-Curricular Transcript

My Submissions

Forms Elections **Organization Registrations** Events

Filter by Status All Filter by Status

Name	Status	Status Date	Date Completed	View Controls
Sample Organization of Cougar Link	Pending	4/2/2016 8:59 PM	4/2/2016 8:59 PM	
Sample Organization of Cougar Link	In Progress	4/2/2016 5:37 PM		
Pre-Law Society	In Progress	2/16/2016 12:31 PM		
Organization Name	Recognition Form Status	Status Date	Date Submitted	View Controls
Test Group	Denied	11/20/2012 9:31 AM	11/20/2012 9:30 AM	
Sample Organi				
Test Org - Scot				
Alcohol, Tobac				

Click on the "eye" icon to the right of a Student Group Recognition Form to enter the submission to review it, make edits and/or resubmit the Recognition Form.





Review Submission

Review Submission

If you have reviewed and completed the necessary steps below, please submit your submission. If you have not reviewed or completed, please click on the step immediately off in order to continue through the remainder of the Registration Form.

Export Icons
View your submission in a printable format or export as a PDF to email or save.

Submission

PRINT PDF

Reviewed and Not Approved

Denied by: Scott Snowden on 4/2/2016 9:15 PM
Comment: Missing information. Test.

Submission Status

The status of your recognition form will appear in this area. In addition to the status, you will see the reviewer's name and the date and time it was processed along with any comments associated with the submission.

Sample Organization of Cougar Link

1. Instructions (optional)
2. Student Group Recognition Filer Information

Submission Forms

Click on a form name to open the form and edit it.

- Student Group Roster Instructions
- 6. Organization Roster
- 7. Student Group Recognition Acknowledgements
 - Student Group Recognition Acknowledgements
- 8. Student Group Recognition Reminders
 - Student Group Recognition Reminders and Resources

Review and/or complete all recognition forms by clicking on form name.

Click "Submit for Approval" to submit your Student Group Recognition Form for review

✓ SUBMIT FOR APPROVAL

✓ SUBMIT FOR APPROVAL





QUESTIONS?



COUGARLiNK

<http://cougarlink.kean.edu>



For More Information

- **Cougar Link Support**
 - cougarlink@kean.edu
- **Involvement Center**
 - Miron Student Center rm 303 - 908-737-5270
- **Center for Leadership and Service**
 - Miron Student Center rm 219 - 908-737-5170



COUGARLiNK

<http://cougarlink.kean.edu>



COUGARLiNK

<http://cougarlink.kean.edu>

EVENT & MEETING
INFORMATION

SERVICE HOUR
TRACKING

ONLINE CAMPUS
BULLETIN BOARD

CLUBS &
ORGANIZATIONS

CO-CURRICULAR
TRANSCRIPT

STUDENT
ELECTIONS