July 30, 2020

Hello,

ASUA will be making significant changes to its recognition process and club operations for next academic year. This message will detail all the changes and provide key resources to help your group succeed.

ASUA will be implementing a new student organization management system that will replace Collegiatelink. In this new system, you will be able to:

- Pay the $75 club fee online
- Participate in a Virtual Student Organization Fair
- Schedule meetings with Club Advocates via online calendar
- Apply for Appropriations, Motor Pool, and Travel funding online
- Manage membership rosters and take meeting attendance

Collegiatelink may go offline sometime in August, and the new system should be ready for clubs to use by August 24. ASUA is currently working on uploading the list of 2019-2020 recognized clubs into the new database and making the re-recognition process much easier. Because of this, **club meetings will continue to be virtual until Monday, September 28.** This will give organizations time to get familiar with the new system and complete all recognition requirements. **You will use this new system to keep membership rosters up to date, publicize events and meetings, and take attendance at club functions.**

Until the new system is up and running, you can complete the following tasks to help your recognition process go much smoother:

- Read and bookmark the updated [Student Organization Handbook](#), as it has many changes from previous versions;
- **Update your Constitution** with latest requirements (we've provided a [Sample Constitution](#) to help you understand all the changes);
- Clubs are required to have three (3) active officers, and an officer must take the [ASUA leader training](#) on UAccess Learning **(this should be done by a listed officer, not a staff/faculty person);**
- Your advisor must complete the [online advisor training](#) on UAccess Learning and read/bookmark the new [Advisor Resource Guide](#).

Please stay tuned to ASUA’s website and social media for updates on our new system and when you can start the re-recognition process for this academic year.

Thanks,

[Signature]

Dr. Sylvester Gaskin
Assistant Dean of Students