

# On-Boarding Process

Fall 2023

---

All clubs and organizations that are not already SGA-recognized or are a newly Hofstra-recognized club/organization will follow this process! The change was made to revamp the old process of “SGA Recognition.” This way, the time between OSLE and SGA recognition, now Hofstra recognition and completion of a “Senate Check-In,” is shorter yet more informative. The On-Boarding process will be at least one month rather than a semester.

While in this process, clubs and organizations will have access to funds from 5% of the SGA Budget.

The full description of this process can be found on Page 18 of [SGA's Policy Series](#)..

---

1. Ensure that your club meets the following requirements:
  - ☐ Have at least 15 members that are registered on the club's GetInvolvedHU page.
  - ☐ Have a full E-Board consisting of a President, Vice President, Secretary and Treasurer.
    - i. Please provide this information on [SGA's Post-Election Form](#).
  - ☐ Follows an updated Constitution.
    - i. This is one that has been approved by the Club Resources committee within the past four-years.
2. E-Board will then complete these trainings during the one-month on-boarding period:
  - ☐ Student Organization Leadership Training (OSLE)
  - ☐ Title IX Training (OSLE)
  - ☐ Treasurer Training (SGA)
  - ☐ Student Event Request Training (OSLE)
3. During the one-month on-boarding period, clubs/organizations will:
  - ☐ Hold a minimum of 3 meetings
  - ☐ Hold 1 fundraiser or campus-wide event in which at least 15 members are in attendance
4. Once this is completed, proof will be submitted to the SGA Check-In form on SGA's GetInvolvedHU page.
5. Once your submission is reviewed and approved by the Club Resources committee, your club will present to the Student Government Senate!