ASSM & GSG Recognition Orientation

For the 2024-2025 academic year

Agenda

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   b. Process
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3. Q&A

ASSM Recognition

Benefits of ASSM Recognition

1. The right to apply to the ASSM Budget Committee for funding.

2. ASSM funds allotted for approved club reimbursements.
   a. Final amount will be determined once the total number of SIGs is determined, but you can expect between $100-$120 a year

3. The right to post on the Keck Events Calendar and the Central Line

4. The right to be included on the Student Interest Group Directory.

5. The right to use the designation as an ASSM-recognized club.

Process

1. Each club must have at least five officers.
2. Each club must have a constitution.
3. Each club must have a USC affiliated advisor.
4. Each club must have an organization email address (this cannot be the email address of one of the officers or members).
5. There can be no hazing, discrimination, or other illegal activities associated with club functions.
6. The majority of members must be medical students.
7. Each club that requests funding at the start of the year must submit a budget to ASSM and maintain careful and accurate financial records that are open to the ASSM treasury.
8. Each club will be a GSG-recognized group by the end of Fall 2024.

Dates and Links

The ASSM Recognition Application is **due on Friday, August 30th at 11:59pm**.

Application link: https://forms.gle/ByxxKgMtwNrKDjis5

QR code to application:

ASSM's website has all of this information and more, at **uscassm.org**

Want to reserve a room for your next event? Click here:
https://usc-keck.emscloudservice.com/web/Default.aspx

GSG Recognition

Benefits of GSG Recognition

1. The right to apply for university funding.

2. The right to reserve campus facilities for events, programs and meetings.

3. The right to post notices on campus, within the posting policy.

4. The right to use the name, logo or other trademarks of the university.

5. The right to access organizational email and web accounts.

Platform: EngageSC

EngageSC is the application platform: **engage.usc.edu**

For historic groups (those who had recognition in 2023-2024 or properly completed an application but were affected by the Student Activities pause):
1. Log into EngageSC with your Shibboleth login
   a. Complete your user profile if new to the platform
2. Click on the "Groups" tab at the top of the screen and search your SIG's name
3. Complete the re-recognition application

Platform: EngageSC

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For new/nonhistoric groups, in October:
1. Log into EngageSC with your Shibboleth login
   a. Complete your user profile if new to the platform
2. Click on the "Groups" tab at the top of the screen, and click the blue "All Groups" button
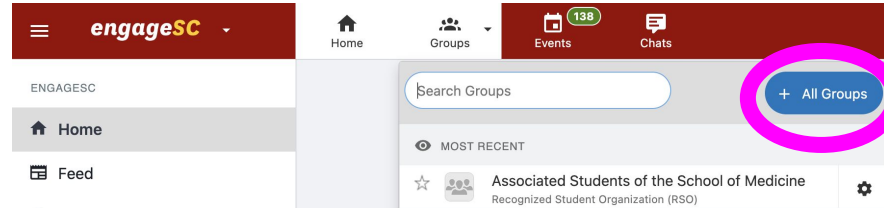
3. Click the "Register New Student Organization" button at the top of the screen
   a. Make sure this is <u>not</u> the "Register new School or Department" application, and do NOT use "USC" in your name
4. Complete the application

Process

1. RSO officer and member information
2. All RSOs are student-led and run by currently enrolled students
3. All RSOs need at least five (5) officers listed for the organization
   a. All RSOs must have (5) of their officers fill the required officer positions as outlined tin the constitution template
   b. All RSO officers must be in good standing with the Office of Community Expectations and EEO-TIX
4. All RSOs need one (1) full-time USC staff or faculty member to serve as their advisor
5. All RSOs need at least ten (10) currently enrolled students listed as members
6. Constitution: your organization's Constitution needs to follow the required template. Please include this document in your application. (Please also include any bylaws your organization has with your constitution)
7. The five (5) required RSO officers are required to take all the training modules prior to the application deadline
   a. Beginning this year, staff and faculty advisors need to complete an Advisor Training.

Process: More on Trainings

Certificates of completion are required for the following from ALL FIVE officers:

- Hazing prevention
- RSO officer training
  - VERY IMPORTANT: there is one base training for officers and subsequent trainings depending on your position. If you hold different positions in different organizations, you must complete ALL of the trainings for each different position
- Advisor trainings
  - On Rise and Trojan Learn (" USC Clery Act for Campus Security Authorities")

Dates and Links

The GSG Recognition Application is **due on Friday, September 6th** for historic groups.

Please allow 4-6 weeks for your application to be processed. You will receive an email from stuacts@usc.edu when your application is approved.

Application link: engage.usc.edu

Trainings links
- Hazing Prevention: https://usc.prevent.zone
- RSO officer trainings: create account at, back out of advisor training, and complete RSO courses https://usc.reach360.com/share/course/29795f66-0316-4b50-b8fb-e08c84f65e35
- https://docs.google.com/document/d/1_zR42wZpwdKloweLM6PhKmSBCIzRPg-Z/copy?usp=drivesdk&rtpof=true&sd=true

All together now

ASSM Recognition **due August 30th**

GSG "Re"-recognition due **September 6th for historic groups**, including ALL trainings

GSG recognition will open for new/non-historic groups around mid-late October

Tips for a great event

Want to have a bigger budget for your event? Team up with another SIG to access both groups' funding potential.

Post to the Central Line to have your event sent out the the whole school!
- https://forms.gle/fQyNJh1KTAwmM37e7

Add your event to the shared Google Calendar:
- Log into your SIG's email
- Open your SIG's Google Calendar
- Create the event under the "Keck MD Events" shared calendar!

Questions?

Orientation attendance form:
https://forms.gle/ftjoPEb3R1RUAURm7