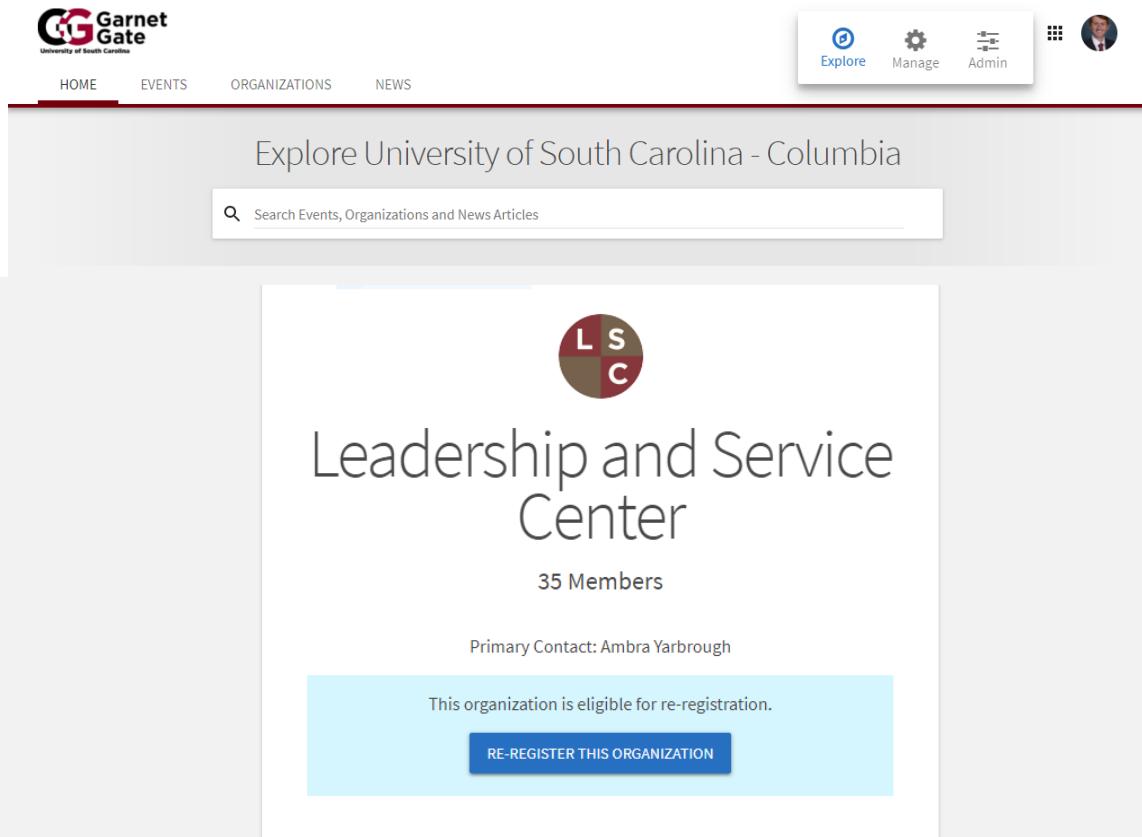


## COMPLETING THE 2019-2020 SO RENEWAL FORM

**BEFORE YOU BEGIN:** Have you updated your organization's roster? An updated roster is necessary for approval.

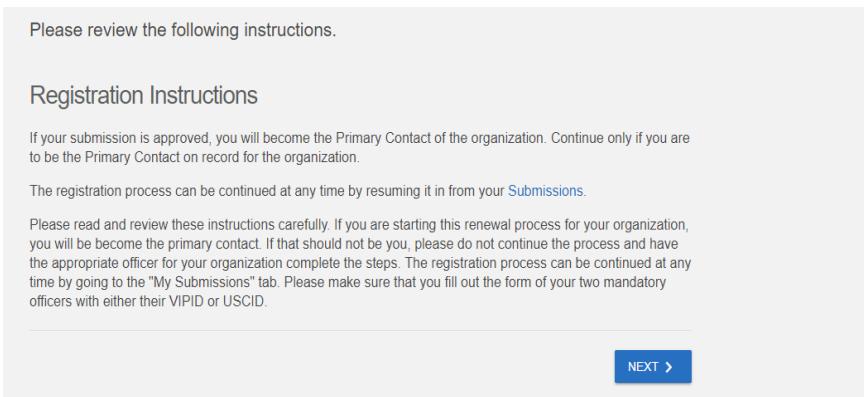
**TO BEGIN:** Login on to Garnet Gate ([garnetgate.sa.sc.edu](http://garnetgate.sa.sc.edu)), using your own, personal USC username and password (the same one you use for Blackboard and the USC Wi-Fi). **You never use your student organization account to login to Garnet Gate.** Once you're logged in, click on the grid icon in the top right corner, choose the "manage" function, which looks like a gear. Click the blue bar that says "Re-Register."



The screenshot shows the Garnet Gate homepage with a navigation bar at the top. The 'Explore' section is highlighted, showing the 'Leadership and Service Center' page. The page displays the center's logo (a circle with 'L', 'S', and 'C'), its name, 35 members, and the primary contact (Ambra Yarbrough). A message indicates the organization is eligible for re-registration, with a 'RE-REGISTER THIS ORGANIZATION' button.

**If you do not see this bar, contact the Leadership and Service Center.**

**Step 1:** Begin the form. The first page has general registration instructions to note.



The screenshot shows the 'Registration Instructions' page. It includes a note about becoming the primary contact, instructions for resuming the registration process, and a note about reading the instructions carefully. A 'NEXT >' button is at the bottom.

**Step 2:** The next step will ask you to update your Profile information. Please note:

- **DO NOT change your organization's Official Name or Email address.** These are both official through the university. If you need to change your name officially, that is a separate form you can contact the Leadership and Service Center for. Your email is your official through the university, it must be listed here. **If you change these, your form will be denied.**

Provide some basic information about your organization.

General Information

<b>*Official Name</b> Leadership and Service Center	<b>Acronym/Nickname</b> LSC
--	--------------------------------

**\*Organization Description Summary**  
All students will be engaged life-long learners committed to positive change in the world.

163 characters remaining

Organization Description

The Leadership and Service Center is a premier space on campus offering a unique and collaborative environment for students to explore their own leadership development. Our mission is to provide opportunities that will enhance the college experience, aid students in self-exploration, and prepare them to be leaders after graduation. Through tailored one-on-one coaching, innovative workshops and programs, and limitless opportunities, we aim to help students:

- connect to campus and community organizations, activities, and resources
- cultivate meaningful experiences, develop a sense of purpose, and identify their passions

- **DO update your Summary and Description.** The Summary is the short two sentence synopsis about your organization that appears next to your name in the Organization Directory. The Description is the full-length depiction of your organization listed in your About page. This is one of the first things a potential new member will see about your organization!

Website

**\*Organization Web Site URL**  
leadership\_servicecenter

[https://garnetgate.sa.sc.edu/organization/leadership\\_servicecenter](https://garnetgate.sa.sc.edu/organization/leadership_servicecenter)

External Website  
<http://www.sa.sc.edu/leadershipandservice/>

Social Media

<b>Facebook Page URL</b> <a href="https://www.facebook.com/uofscle">https://www.facebook.com/uofscle</a>	<b>Twitter Username</b> UofSC_LSC	<b>YouTube Channel URL</b>
<b>Flickr Feed URL</b>	<b>Instagram Page URL</b> <a href="https://www.instagram.com/uofsc_lsc/">https://www.instagram.com/uofsc_lsc/</a>	<b>Google+ Page URL</b>

- **DO add your Facebook Page and Twitter handle.** By adding these to your profile your posts and tweets can show up on your Garnet Gate page! Just make sure to put your Twitter handle without the @ symbol before it.
- **Only list an address or phone number if you have an on-campus office for your organization.** If you put your personal address/phone number here it will show up publicly! DO NOT put your home address/phone number here!

#### Organization Contact Information

Email

lsc@sc.edu

Street Address

1400 Greene St.

Street Address Line 2

Russell House 227

City

Columbia

State/Province

SC

ZIP/Postal Code

29208

Country

U.S.A.

Phone Number

803-777-7130

Extension

- **DO list your Meeting Location and Time.** It is an optional category, but it is a great way for you to let students interested in your student organization when and where they can meet your group to learn more!
- **DO list your President and Advisor information as well.**

#### Additional Information

Meeting Location

Meeting Day/Time:  
(i.e. Day of the Week and Time)

\* President Name

\* President Email

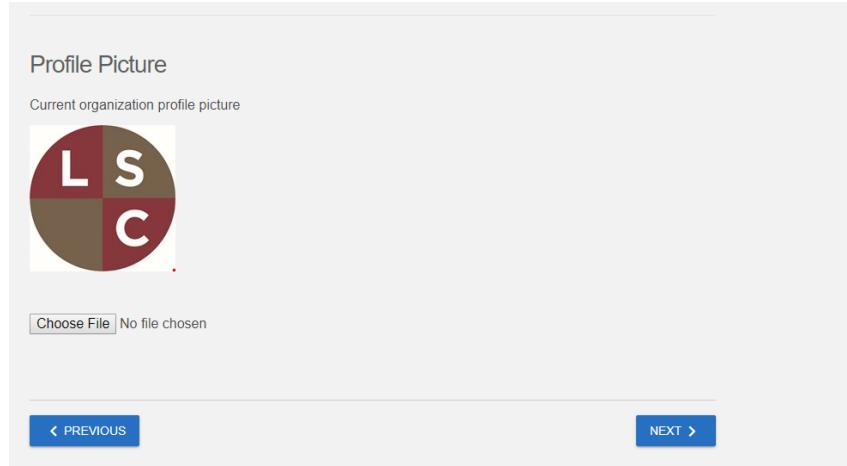
\* Advisor Name

\* Advisor Email

◀ PREVIOUS

NEXT ▶

**Step 3:** The next step will ask you to update your Profile Picture. This Profile Picture is circular and shows up in the Organization Directory and on your organization's main page. **If you do not have a Profile Picture, this is a great time to add one.** If you already have one you can choose to upload a new one or skip to the next step.



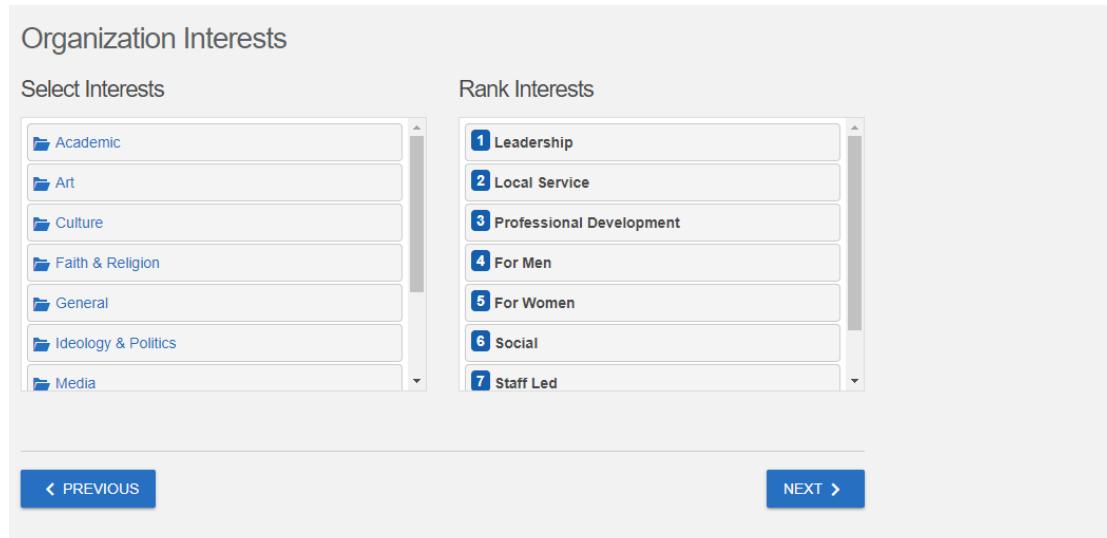
Profile Picture

Current organization profile picture

Choose File No file chosen

◀ PREVIOUS      NEXT ▶

**Step 4:** The next page will show your organization's Interests. These interests allow students searching for these items to find your student organization. **If you do not have any Interests listed, this is a great time to add some.** To add some, just drag and drop the ones that are relevant to your organization to the right. Then rank them in order from the most important to your organization to least.



Organization Interests

Select Interests

- Academic
- Art
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

Rank Interests

- 1 Leadership
- 2 Local Service
- 3 Professional Development
- 4 For Men
- 5 For Women
- 6 Social
- 7 Staff Led

◀ PREVIOUS      NEXT ▶

**Step 5:** The next step will ask you about your Advisor Confirmation Form. **You will upload the signed form in this step and enter your Advisor's information. The signed form should match the information you provide.** At the bottom you will click the checkbox at the bottom to agree that you have done so. If you need assistance scanning the form for upload, please come to the Leadership and Service Center.

## Advisor Confirmation Form

### Advisor Confirmation Signature

The final step in this process is to upload your signed Advisor Confirmation Form. Please make sure your Advisor reads and signs the form.

We also ask that you fill out the text boxes below with the information from your signed Advisor Confirmation form.

\* Advisor's First Name:

\* Advisor's Last Name:

\* Advisor's Title at USC:

\* Advisor's Campus Address (for campus mail):

\* Advisor's Campus Phone Number:

\* University Classification

Faculty  
 Staff

\* Advisor's College/Department:

\* How long have they served as the Advisor for this organization:

<1 year  
 1 year  
 2 years  
 3+ years

\* How long have they served as the Advisor for this organization:

<1 year  
 1 year  
 2 years  
 3+ years

\* Upload your 2017-2018 Advisor Confirmation Form here

If you need to print another copy visit the document section of the Leadership and Service page on Garnet Gate.

Academic\_Team\_Advisor\_Confirmation\_2016-2017.pdf

[UPLOAD FILE](#)

[PREVIOUS](#)

[NEXT >](#)

**Step 7:** Following your advisor confirmation form will be a series of modules. These modules cover the following topics:

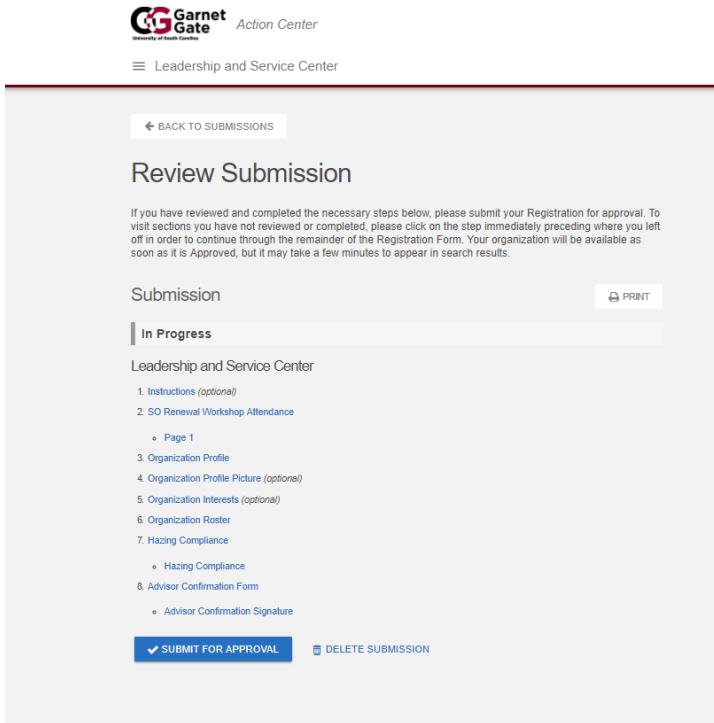
- Student Organization Policy
- Hazing Prevention
- Discrimination, Harassment, and Sexual Assault
- Risk Management
- Student Organization Resources

**In order to fully complete renewal you must complete all of these modules.**

Within each module is a video and a series of questions. In order to fully complete renewal you must complete all of these modules including watching each video

and answering all questions. Please note that your responses to these modules are recorded.

**Step 8:** After the last step, you will have a chance to review your submission. **This is not a receipt. Make sure you scroll to the bottom and click the blue “Submit” box at the end.** If you don’t click “Submit,” we will never see your application!



The screenshot shows a 'Review Submission' page from the Garnet Gate Action Center. The page header includes the Garnet Gate logo and 'Action Center'. Below the header, a navigation bar has 'Leadership and Service Center' selected. The main content area is titled 'Review Submission'. It contains a message about submitting for approval and a list of submission steps. Step 8, 'Advisor Confirmation Form', is marked as 'In Progress'. At the bottom, there are 'SUBMIT FOR APPROVAL' and 'DELETE SUBMISSION' buttons.

Once you click the blue “Submit” box, the application will be sent to us. The Leadership and Service Center will review the application and process the submitted information. **Please note it does take us time to process and review Renewal applications, as we do have over 450+ applications being sent to us.**

As we review your application, if your application is “denied”, log back into Garnet Gate and make the requested edits in order to resubmit. **Please note this denial doesn’t mean your organization’s renewal is permanently denied**, it just means it’s denied until you make the required edits. If you do not make the edits by the requested deadline, your organization will then be listed as inactive.

If you have any questions, please contact the Leadership and Service Center at [lsc@sc.edu](mailto:lsc@sc.edu).