How-to: Locate University Policy Forms

If you are a new/updated president, vice president, or advisor, the following University Policy forms must be complete:

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Alcoholic Beverage Policy and Civil Rights of Students Assured</td>
<td>- Agreement to Serve in Role</td>
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<tr>
<td>- Agreement to Serve in Role</td>
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<tr>
<td>- Single-sex Student Organization Guidelines</td>
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<tr>
<td>- University Hazing Policy</td>
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<tr>
<td>- Statement of Presidential Responsibilities</td>
<td>- Statement of Advisor Responsibilities</td>
<td></td>
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</tbody>
</table>

Where do you find the required forms?

1. Log into UWG OrgSync’s page
2. Press on your name and/or profile picture in the top right-hand corner
3. Press “Activity,” indicated by a green stop-watch image
4. Once your activity page loads, press “Position Requests” on left-hand sidebar
5. Locate the correct position and press the hyperlink
   a. The status will be incomplete
   b. This is only applicable for president, vice president, and advisor of an organization
6. For each form required, press the green “Fill Out Now” button next to the form title
7. Read through the form and then completed the required action
   a. Example: Pressing “I Agree” or inputting your UWG 917#
8. Repeat steps 6-7 for all forms required

Please allow at LEAST (5) business days to have your form completion approved. For Fraternity and Sorority organizations, your New Member Education and Risk Management chair will ALSO have to complete University Policy forms. These positions will follow the steps above.

For more information contact the Center for Student Involvement
Campus Center 123
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Email: csi@westga.edu