

Charter Renewal Checklist

2026–2027 Academic Year — All Organizations (Law & Non-Law)

⚠ DEADLINE: Monday, September 14, 2026, at 5:00 PM — submitted electronically.

If all paperwork, online trainings, and in-person training sessions are not completed and submitted on time, your organization will be suspended from hosting events. Handwritten documents will NOT be accepted.

All forms and resources are available on the Student Engagement Resource Hub — bookmark it for the latest policies and procedures.

1. Charter Renewal Form

- ☐ Confirm all leadership roles in your organization's constitution have been filled.
 - *If NOT, attach a Word document confirming which exec roles will not be filled for 2026–2027.*
- ☐ Confirm all student information is complete, including all Banner IDs.
 - *Executive Board members must be currently enrolled students for the 2026–2027 academic year.*
- ☐ Discuss the check-box questions with your advisor.
- ☐ Attend one of the MANDATORY Student Org Training dates.
 - *Attendance will be taken.*

2. Student Organization Constitution

- ☐ Spiritual student organizations: update constitution to the new template.
 - *Need the template? Email studentengagement@regent.edu.*

3. Faculty Advisor Form & Training

- ☐ Advisor submits the Advisor Agreement Form.
- ☐ Advisor completes/reads through each slide of the Advisor Training.

4. Social Media Training

- ☐ If your organization has an approved Instagram account, all social media executive members complete the online social media training.
 - *Password: SOCIALMEDIA24*

5. Social Media Executive Board Requirements

- ☐ Review all social media policies and guidelines (located in the Hub)
- ☐ Email Student Engagement with name and email address confirming policies have been reviewed and understanding of monthly training requirement.
- ☐ Attend MANDATORY monthly social media training hosted by Josie Ellis (Regent Marketing).
 - *Mondays, 12:00–1:00 PM, virtual option available. Attendance is taken — missing 3 meetings may result in Instagram page suspension.*