Checklist for New Student Organizations

☐ **Registration forms:** Speak with an advisor in the Office of Student Activities to receive the checklist for New Student Organizations, Part 1 and Part 2 of the Registration Form, and The Principles of a Student Organization.

☐ **Fill out Part 1 of the New Organization Registration Form:** This is available from an advisor in the Office of Student Activities.

☐ **Email Student Association Vice President:** After completing Part 1, email the SA Vice President to set up a review meeting and attach Part 1 of the New Organization Registration Form. The VP will schedule a time for you to attend a brief meeting where you will talk about your proposed organization. The VP will then bring the proposal to be reviewed by the SA Executive Board and Office of Student Activities to determine being granted preliminary status and group classification category. You will be contacted on the decision soon after they meet.

☐ **Preliminary Status:** When a new organization is granted preliminary status, you will fill out Part 2 of the New Organization Registration Form and return it to the Office of Student Activities with appropriate signatures.

☐ **Preliminary registration period:** Once you have been granted preliminary approval and turned in Part 2 of the New Organization Registration to the Office of Student Activities, you will have 30 days in preliminary registration period to complete the following items. Failure to complete the items within 60 days may result in cancellation of preliminary status and benefits:

- **Hold a General Interest Meeting:** Advertising for this meeting can help to make students aware that your group has been established. You may request up to $50 of Student Activity Funds through your advisor in the Office of Student Activities. The Office of Student Activities can assist you in making copies of flyers and ordering food for your meeting if requested.

- **Members:** Recruit undergraduate students as prospective members. Be prepared to provide the SA VP, Office of Student Activities, and SA Exec Board with at least 8 names and class years of undergrads (in addition to your executive board leaders) who are interested in joining your club as active members. **Note that only pre-professional organizations’ members and leadership can be made up of both grads and undergrads.**

- **Select an Executive Board:** Minimally, select undergraduate students to serve as President and Vice President (if eligible for SA funding you’ll also select a Treasurer). **Note that only pre-professional organization’s leadership can be made up of both grads and undergrads. It is recommended that leadership be comprised of at least 51% undergrads.**

- **Constitution:** Work with the SA VP to create and finalize your constitution. The approved constitution template is available on the Office of Student Activities’ website and in the office from an advisor. The SA VP will sign your constitution at an upcoming SA Exec Council meeting after voting on your group’s recognition.

- **Program Evaluation Form:** Complete Program Evaluation Form for General Interest meetings and all events held over preliminary period. They will be reviewed by SA Exec and Office of Student Activities. These forms are available on the Office of Student Activities’ website and in the office from an advisor.

☐ **Return to the SA VP:** When the above tasks have been accomplished, again contact the SA VP for final SA recognition approval and to determine future funding eligibility. Once approval has been given from the SA VP, your club will be put on an upcoming SA Exec Council meeting agenda where they will vote on whether to recognize your organization. If fully recognized, obtain signatures from the SA VP and the President of your group on your constitution. Give a copy of your approved constitution to the Office of Student Activities. Once fully recognized and determined to be eligible for SA funding, you will be permitted to apply for a budget in the following budgeting cycle. Until that time you would be eligible to apply for additional funds to hold programs.

9/23/17