

Developing a New Student Organization

(Revised Procedure, August 2009)

- 1. Students submit a Development Intent Form to the Office of Student Organizations.**
 - This document notifies the Office of Student Organizations that there is interest in creating a new student organization.
 - This document will identify the student(s) intending to form this group.
 - This document will also identify the campus faculty or staff who will serve as their advisor.

- 2. Upon receiving the Development Intent Form, the Coordinator of Student Organizations will schedule a meeting with the students in order to explain the process of forming a new student organization.**
 - This meeting will cover what will be required of the group to prepare their application packet.
 - This meeting will cover how the proposed organization can function while developing.
 - After this meeting, the group will be able to schedule University facilities to hold up to three interest meetings.

- 3. The group will conduct their information meetings and begin developing their application packet to submit for approval to become a recognized student organization.**

- 4. The group will submit their application packet to the Coordinator of Student Organizations.**
 - After reviewing the packet, the Coordinator will schedule a meeting with the group to discuss any issues with the information.

- 5. The application packet will be reviewed by the Student Organization Review Board.**
 - This board will include the Dean of Students, the Director of the University Center, the Student Government President or his/her designee, an officer from the Office of Public Safety, one faculty/student organization advisor representative, and one student organization president.
 - This board will either recommend or not recommend that an application packet be forwarded to the University Council for approval. A non recommendation must be unanimous.
Rationale will be provided for all applications that are not recommended to the University Council.

- 6. If the application is recommended to the University Council, that group will be granted temporary status from the time of the recommendation by the review board until the time when the University Council can make an approval or denial decision.**