



Checklist for New Student Organizations



1. **Registration forms and The Handbook:** Schedule an appointment with an advisor in Wilson Commons Student Activities (201 Wilson Commons) to receive the New Organization Registration Forms, Checklist for New Student Organizations, and Student Organization Handbook.
2. **SA Policy and Review Committee:** Contact the Chairperson of the SA Policy and Review Committee. Contact information can be found on the Students' Association website (<http://sa.rochester.edu>). Complete Part 1 of the New Organization Registration Forms and submit it via email to the Chairperson before meeting with the committee. The Policy Committee will schedule a time for you to attend a meeting where you will talk about your organization. The committee will then review and contact you in two business days with their decision. At that time, it will also be determined whether your organization is eligible for funding or not.
3. **Preliminary registration period:** Once you have received preliminary approval from the committee and obtained the appropriate advisor signatures, turn in Part 2 of the New Organization Registration Forms to WCSA. You will then have 2 months in the preliminary registration period to complete the following items. Failure to complete the items 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 organization has been established. You may request up to \$30 of New Organization Development Funds through your WCSA advisor.

Members: Recruit undergraduate students as prospective members. Be prepared to provide the SA Policy Committee with at least 12 names of people who are interested in joining your organization.

Select an Executive Board: Minimally, select undergraduate students to serve as President and Business Manager of the organization.

Campus Club Connection: Familiarize yourself with Campus Club Connection as this is the official resource for student organizations. It can be found at <http://rochester.edu/living/organizations>. Log onto Campus Club Connection and complete the public information about your organization, officer contacts, and member lists.

Constitution: Work with a Committee member to create and finalize your constitution. The approved constitution format is available on the Campus Club Connection Resources Page and from the Policy and Review Committee.

- **Mission:** Create a mission statement (1-2 sentences) identifying the organization's goals and purpose.

4. **Return to SA Policy and Review committee:** When the above tasks have been accomplished, again contact the Policy and Review Committee for final approval. Once the approval has been given, your organization will be put on the Senate agenda. Note: You do not have to take the whole two months to accomplish the listed tasks; contact the Committee when you are ready.
5. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your organization. If recognized, obtain signatures from the Speaker and a representative officer of your organization on your constitution. Upload your approved constitution to your Campus Club Connection site and give a copy to the Policy Committee Chair.