

START A NEW STUDENT ORGANIZATION POLICY & PROCEDURE

STARTING A NEW STUDENT ORGANIZATION: PROCEDURE

In order to be considered a prospective organization, a representative from the group (preferably the intended president) is asked to first review the New Student Organization process, found online or emailed from the SOuRCe. Once ready to proceed, a representative should complete the *Start A New Student Organization Form* found on RooConnect and schedule a time to attend a meeting with the assigned representative from the SOuRCe. During this meeting, SOuRCe staff will discuss the New Student Organization process and anticipated timeline towards recognition.

Once the *Start a New Student Organization Form* has been approved, the student(s) will have **60 calendar days** to complete their paperwork and submit their final drafts in the New Student Organization Final Approval Form on RooConnect. Students who do not complete their documentation in 60 calendar days will result in their proposed organization being placed on hold at the discretion of the SOuRCe staff.

New Student Organization Final Approval Forms will be accepted for the fall semester from July 1 - November 1, 2019. The form will reopen for the spring semester from January 1 - April 1, 2020 for submissions.

NEW STUDENT ORGANIZATION PRIVILEGES

Prospective organizations have access to the following privileges:

- Can reserve the use of campus facilities a maximum of two times for recruitment meeting/event use.
- Following the posting policy, groups can post flyers in designated areas around campus.
 - Each poster must include the following disclaimer:
 - *“This student organization is a prospective student organization of The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions.”*
- Prospective New Student Organizations are limited to their privileges during this time - these limitations include, but are not limited to: conducting major event programming, collecting money, conducting fundraisers, forging sponsorships, etc.

NEW STUDENT ORGANIZATION REQUIREMENTS

- **Cover Letter**
- **Charter Member Roster**
 - *Approved Campus Advisor (Full-time Faculty or Contract Professional)*
 - *President, Vice President, Treasurer, and at least 7 additional members in Good Standing with the University*
- **First Year Plan**
- **Constitution**