

Registering Current Student Organizations

1. Any club previously existing at the end of one academic year are considered existing and must complete a new Application for Recognition form for the upcoming academic year to re-register.
2. Must have at least 5 consistent members involved in the organization seeking to register for the upcoming year. This includes 2 students who must be officers.
3. Must submit at least 3 short-term goals to be completed during the academic year and at least 2 short-term goals to be completed over 2 academic years.
4. Submit a sustainability plan that includes a few ideas of how clubs will recruit and maintain its members as well as outline proposed activities.
5. Must submit the following:
 - a. Application for Recognition (once per year)
 - b. Updated constitution and mission (once per year)
 - c. Roster (beginning and midterm of each semester)
6. Officers must have GPAs of 2.7 or higher and members must have GPAs of 2.5 or higher.

Process for Registering Current Student Organizations

Students interested in maintaining an existing organization will complete the following steps and checklist for the upcoming academic year either at the end of the current year or the beginning of the next:

1. Contact SGA Director of Student Organizations to discuss club standing.
2. Recruit at least 2 students willing to act as officers.
 - Remember, all students involved must maintain a minimum GPA of 2.5 (2.7 for officers). If registering in spring, no officer may be a graduating senior.
3. Complete the Student Organization Roster document at the beginning and midterm of each semester.
4. Submit a new the Application for Recognition Form, complete with advisor signature.
5. Submit an updated constitution and mission.
6. Submit new signed Advisor Agreement Form.
7. Submit new short and long-term goals. Complete a list of 3 short-term (completed within the academic year) and 2 long-term goals (completed over 2 academic years).
8. Complete new Sustainability Plan document. Through this, members will determine how the group will recruit/retain members and plan activities/service project.
9. Refer to the Club Requirements Section of the Student Organization Handbook sections on all forms to familiarize oneself with the exact details of all materials.
10. Submit the materials mentioned to the Student Government Office and wait a minimum of 10 business days for word on approval.
11. Turn in a roster at the beginning and midterm of each semester, submit minutes of meetings to SGA Director of Clubs and Organizations, fill out Fundraising/Event Request forms for each event.
12. Read the Student Organization Handbook section titled General Information.