The "10 STEP by STEP" New Student Organization Application Process

Step 1: Develop Your Initial Idea and Assess Student Interest

Consider the following questions:

1. What do you want the organization to do? Be specific and having a clear vision is important.
2. What would be the mission and purpose of the organization?
3. What activities would further that purpose? Describe your ideas for activities, events, projects and initiatives in a realistic way.
4. How would you garner the necessary resources to support these activities, events, projects and initiatives? Consider funds, space, resources, members support and staff oversight.
5. Why would current and future Bloomsburg University students want to be a part of this organization? Your proposal needs to demonstrate a commitment and interest beyond your own.
6. Review the Criteria for New Student Orgs in the Student Organization Resource Packet

Step 2: Review Information and Policies About Student Orgs

Understanding pertinent university policies and guidelines is important before you submit your application. See a complete list of applicable policies on HuskySync, CLE website and in the Pilot, Student Code of Conduct.

Step 3: Have an Initial Feedback Meeting with a CLE Student Org Leadership Coach

An organization that receives feedback early in its creation is most likely to succeed. SEEK ADVICE EARLY AND OFTEN.

1. Ready for your feedback meeting? Contact the CLE office to begin by emailing stcle@bloomu.edu
2. The Student Org Leadership Coach will guide you through all the steps of how to start a new club or organization and what resources are available to you
3. Share your draft proposal with the Student Org Leadership Coach for feedback before you apply.

Step 4: Submit a New Student Organization Application on HuskySync

CAREFULLY CONSIDER the questions on the Application. THE QUALITY AND CLARITY OF YOUR APPLICATION MATTERS.

1. Log into your Husky Sync account using your BU username and password
2. Go to the main page under "Organizations" Click on "Register an Organization"
3. Click on the blue button that says "Register a New Organization" and fill out the requested information
4. You will include your 1st draft of your Organization's Constitution when you register
5. Applications will not be reviewed until after the October 1 deadline for Fall semester or after February 1st for Spring semester
6. *Important Note: Submitting an application does not guarantee recognition*

Step 5: Review by COSO (Committee on Student Organizations) and CLE (Center for Leadership & Engagement)

1. Once you submit your application it is reviewed first by CLE staff and then COSO.
2. After the initial staff review you may be asked to provide additional information prior to the committee review.
3. The COSO group will meet in October for Fall semester and February for Spring semester to review all applications for new student organizations.

Step 6: Attend the Student Orgs 101 Training Workshop

1. This workshop is an introductory session about clubs and organizations to help educate students about the next steps regarding their Petition and Constitution reviews by COSO and CLE.
2. Learn from the leadership explores who've journeyed before you! Speak with upperclass student leaders who are founding members of current orgs to gain insight about their experiences so they are well prepared.
3. Consult with your Student Org Leadership Coach before you present your materials at the COSO meeting

Step 7: Present your Constitution and final application to COSO

1. Attend a pre-scheduled meeting with COSO to present your final proposal
2. Be prepared to field questions about your organization's mission, events, activities, member recruitment, logo design, branding, election procedures, financial requests, and any other related organizational matters
3. Your organization's advisor MUST be present at this meeting
4. If necessary, you may need to revise your constitution and/or make recommended changes before you are eligible to move on to the final phase for approval: The CGA Senate

Step 8: The Decision Notification and Final Presentation to CGA Senate

1. COSO will render a decision on your application after you and your advisor have met with COSO and presented your proposal. COSO is a body comprised of Bloomsburg University student leaders representing Community Government Association, CLE as well as various current student clubs and organizations. Staff representatives include staff with advising responsibilities for student organizations from the Center for Leadership and Engagement.

Based on COSO's decision, you will be notified of the status of your proposal via email within a week from your meeting.

2. _If your application is approved by COSO_, you must attend the final presentation at the CGA Senate to briefly share your new organization application with them to complete the recognition process. Your advisor must be present at this CGA Senate Meeting (scheduled for the beginning of December for Fall semester and beginning of April for Spring semester). CGA Senate will then render the final vote on whether to extend official recognition to the group or not. Notification will occur within 1 week via email of the final decision.
3. _Groups that are denied at any stage of the process may appeal to the "Board of Presidents" or "Dean of Students" asking for reconsideration_. They should begin by meeting with their Student Org Leadership Coach and professional staff from the Center for Leadership & Engagement. Appeals are eligible for review up to 1 week after the denial decision has been communicated to the individual who proposed the new organization.

Step 9: Organizational Leadership Training & Administration

If your organization is approved by CGA Senate, then you must complete the following items:

1. All officers of clubs and organizations would need to attend the student organization leadership training offered in the CLE LCP Level 2 Student Organizational Track. RSVP through HuskySync under "Events". Current student executive board officers would need to complete it by the end of the fall semester. Any new officers that begin their positions after November 1st in a given academic year would have until April 15th of the following spring semester to complete the required training in order to remain as an approved officer for their student organization.
2. Set up a follow-up meeting with your Student Org Leadership Coach to:
   a. Update your HuskySync organizational portal
   b. Post your executive board roster in HuskySync
   c. Access EMS for facility reservation requests
   d. Establish a Husky Fund account in Community Activities for the transactions of funds
   e. Establish a mailbox in CLE for communications
   f. Provide an active listing of their advisor(s) in HuskySync
   g. Post meetings, service projects and events in HuskySync that they are organizing
   h. Track attendance from their org meetings, service projects and events in HuskySync

Step 10: Have fun and make a positive impact on campus community life!

You've worked hard all semester long with the application process for the organization. Now, it's time to live the dream!

1. Contact Quest to set up a teambuilding day for your group to work on various skills
2. Set up your first Interest Meeting and/or Event to focus on
3. Register for the upcoming Activities and Involvement Fair to market your group
4. Review the Campus Events Calendar to identify annual opportunities to sign up for
5. Celebrate your success by capturing your members involvement through pictures and videos