

NEW ORGANIZATIONS MUST

- § have a unique purpose on campus.
- § compliment the University of Dayton mission and values.
- § have five or more student members.
- § have a University of Dayton faculty or staff adviser.

UD PROCESS FOR NEW ORGS

1. Begin the process by considering your organization's values and drafting a constitution.
2. Start to think about who a good faculty/staff adviser would be for your organization and reach out to potential advisers.
3. Seek out students who may be interested in joining your group.
4. Complete a new organization form on the OrgSync Software under "Browse Orgs."
5. Meet with Student Life staff in the CSI.
You *cannot* host any events until after this step.
6. Receive official University of Dayton approval.
7. Visit the Office of Student Accounts (Bursar).
8. Be active on campus!

Student Organization Quick Guide

Starting an Organization

ALSO CONSIDER

- **Recruiting:** How are you going to find new members, and what are you looking for in a member?
- **Meeting:** How often will you meet? When would you prefer to meet? What location would work for your group?
- **Leadership:** Organization leaders cannot be on disciplinary probation.

BENEFITS OF ORGANIZATION RECOGNITION

- Use of University of Dayton name with organization name
- Assistance with risk management
- Eligible for UD Awards
- Ability to register events
- Use of University facilities and services
- Eligible for SGA funding
- Right to solicit contributions
- Use of bulletin boards and signage