



Creating a New Student Organization

Thinking about starting a new organization?
Simply follow these three easy steps to start the process!



There's no sense in trying to create an organization that we already have on campus. Look through the organizations we have, and make sure that USI doesn't already have an organization that you want to join. The type of club you're interested in may even be under a different name than what you would expect, so search carefully.



Once you're sure that USI doesn't already have the organization you are interested in, it's time to start the process of creating a new group. Start by filling out the Intent to Organize Worksheet. This worksheet will help you think through the first steps of starting your group, who to recruit for membership, and what types of things your group will do once it is formed.



After you complete the Intent to Organize Worksheet, you are ready to formally apply to start your new club. Creating an organization from scratch is a challenging, yet fun and rewarding process. Who knows...you could create a new group that exists at USI for years to come! To start your club, complete the New Student Organization Application, and turn it in to the Office of Student Development Programs along with your Intent to Organize Worksheet.



The Office of Student Development Programs wants to help you get your group started, but more importantly, we want your group to last even after you graduate. Once you turn in your New Student Organization Application and Worksheet, you'll need to set up a meeting with the Program Advisor for Student Activities during which you'll learn the next steps in the process of creating your group. To set up a meeting with the Program Advisor, call 465-7167.



Intent to Organize Worksheet

For Creating a New Student Organization

Before you start a new organization, complete this worksheet. It will make the task of starting your organization easier and will lay the foundation for your new group.

1. What kind of organization are you interested in starting? What is the group's purpose?

2. What are you looking for in this organization (continuing a high school interest, relating to your major or career, working on a cause you believe in, etc.)?

3. How much time do you have to dedicate to organizing a new group? What other time commitments do you have (school, work, etc.)?

4. What will the new organization provide for the University or student body (programs, services, events, community service, etc.)?

5. Write down some traits and characteristics of the people who would be interested in this group?

6. Starting an organization by yourself is not easy. Write down the names of people (friends, classmates, professors) who can be a resource to you.

7. What would a member get out of being in this organization?

8. What financial resources would your group need and how would you get them?

9. Your organization will need to have an on-campus faculty/staff advisor. List the names of people you would contact to be your group's advisor.

Now that you've considered of the questions you need to answer when starting a new club, are you ready to make it happen? If so, go to Step 2 – Completing the New Student Organization Application!



New Student Organization Application

Name of Organization _____

NOTE: Student organizations cannot have "USI" or "University of Southern Indiana" precede the name of the organization.

EXAMPLE: Math Club is okay, but USI Math Club is not.

Abbreviation (if applicable) _____

Organization Type (check one)

NOTE: Refer to the descriptions on the back of this application to choose the organization type that fits your club best.

- Academic/Professional Performance Religious Social Sorority
- Cultural Political Service Special Interest
- Governing Programming Social
- Honorary Recreational Social Fraternity

Organization Description and Purpose

NOTE: Refer to questions 4 and 5 of the Intent to Organize Worksheet and include pieces of your answers to both questions

Provide the names of other students who have shown interest in helping you form this organization

Organizations must abide by the discrimination policy C.5.4.d. in "Student Rights and Responsibilities: A Code of Student Behavior."

Organization Contact Information

Contact Person's Name _____

Main Phone _____

E-mail Address _____

Local Address _____

City, State, Zip _____

My signature below indicates that I am aware of, and agree to abide by, the policies and procedures of the University of Southern Indiana. By filling in my student ID number, I give the Office of Student Development Programs my permission to verify my academic standing with the University. **(Please note, only individuals who are registered as USI students, taking at least 9 credit hours, may hold an office of any registered student organization.)**

Signature _____ Student ID Number _____

For Office Use Only:

Date Received: _____

Organization Descriptions

Academic/Professional	Organizations that provide an opportunity for individuals to discuss and share information related to a specific academic discipline/career
Cultural	Groups that seek to increase campus understanding of a specific culture or cultures, to provide students with an avenue to explore and celebrate their own cultural heritage and provide programs and services designed to support students of various cultural heritages at the university
Governing	Bodies that coordinate activities for or govern a group of organizations or students
Honorary	Academic – Members are recognized for academic achievement Leadership – to recognize outstanding leaders Professional – to recognize outstanding students in a particular profession
Performance	Organizations that provide opportunities for involvement and exposure to the performing arts (music, dance, theater)
Political	Organizations support political parties, political issues and/or candidates seeking office
Programming	Organizations that are concerned with programming events and activities for the campus
Recreational/Sports	Clubs that promote sports-related programs and/or recreational activities
Religious	Organizations whose main purpose is religious or spiritual instruction and fellowship
Service	Groups dedicated to providing service to the campus and/or community
Social	Organizations that foster social networks among students
Social Fraternities	All male members; must be a member of the University of Southern Indiana's Interfraternity Council
Social Sororities	All female members; must be a member of the University of Southern Indiana's Panhellenic Council
Special Interest	Organizations that provide an opportunity for individuals to discuss and share information concerning a specific non-academic related topic of interest.