

STARTING A NEW STUDENT ORGANIZATION



Sun Devil Suggestions

Step 1: Research, Research, Research!

With over 400 student organizations at ASU, there are already many interests that are being met. Check out the website: www.asu.edu/clubs or visit the SORC office on the 3rd Floor of Memorial Union to learn about existing student organizations at ASU.

Step 2: Recruit members and find an adviser

To start a new organization at ASU, an organization must have at least six members who are ASU students and an adviser. The adviser needs to be a full-time faculty or staff member at ASU.

Step 3: Complete the paperwork

In order to be eligible, the following paperwork is required: (1) a completed registration form signed by the officers and the advisor, (2) student organization fact sheet, and (3) roster of members. Remember, there must be at least six members who are all ASU students. This paperwork can be obtained at the SORC. Registration packets for new organizations are accepted year-round.

Step 4: Remember to re-register!

Every organization is required to re-register each spring beginning April 1st; student organizations need to re-register to take advantage of the services offered only to registered student organizations at ASU.

Resources

Be sure to attend the Student Organization Information Sessions. These helpful sessions provide specific information about your rights and responsibilities as a registered ASU student organization.

To learn more about starting a new student organization, you can also check out the *Student Organization Resource Guide and Policy Manual*.

And check out these other *Best Practices* that will help you when starting a new organization:

- *Creating a Vision/Mission*
- *Recruiting New Members*
- *Creating a Constitution*
- *Finding Faculty Advisors*
- *Icebreakers*
- *Parliamentary Procedure*

And remember...

Registered ASU student organizations have access to copies, free posters, sound equipment, an email account and physical mailbox for the organization, a website for the organization, advertising and promotional materials for the organization's events, and so much more. Please refer to the *Student Organization Resource Guide and Policy Manual* to learn about the other benefits and privileges granted to registered student organizations at ASU.