

FORMING A NEW STUDENT ORGANIZATION

- A. Contact Student Activities Coordinator
- B. **Find Faculty/Staff Adviser – required**
- C. Discuss Process for Club Formation
- D. Identify Interest Group Students
- E. Consult Resources
- F. Create a Constitution
- G. Establish Initial Steering Committee
- H. Establish Objectives for the year, consult, purpose, discuss goals
- I. Establish a Budget Plan – in accordance with school rules
- J. Formulate Officer/Committee Structure
- K. Hold Organization Elections
- L. Make Committee Chair Appointments
- M. Conduct Officer/committee Chair Training
- N. Conduct Team Building with Membership
- O. Decide on a Tentative Calendar of Activities/Meeting
- P. You're On Your Way to a Great Year!