

HOW TO START A STUDENT ORGANIZATION

Gaining Official Recognition

- The organization must have an advisor who is a member of the Willamette University faculty, staff or administration.
- Complete a Student Organization Affiliation Form, available in OSA.
- Provide a petition signed by at least 10 fee-paying students who indicate an interest in becoming a member of the student organization.
- Have a membership roster composed of at least 50% Willamette fee-paying students.
- Provide a constitution.
- After submitting this information, the Committee on Student Organizations and ASWU Senate will review and vote on the proposed organization and OSA will notify the organization of the decision.

Benefits of Recognition

Recognized student organizations can...

- Request ASWU funding.
- Use the Office of Student Activities publicity supplies. The office maintains a poster-making area as well as paper, a letter-cutting machine, button maker and poster markers to create advertising for activities, meetings and events.
- Reserve rooms throughout campus for meetings and events with the Office of Scheduling & Conference Services (x5442).
- Participate in both the Fall and Spring Activities Fairs; designed to introduce the many opportunities for involvement to new and returning students.
- Be listed in the Student Handbook which is distributed students in the beginning of each academic year.
- Be listed on the Office of Student Activities Website.
- Distribute flyers/mailbox stuffers to student mailboxes.
- Access the programming resources available in Student Activities. The staff is able to help your organization through individual consultation or group meetings on such topics as budget planning, group facilitation skills, leadership training, fundraising and more.
- Participate in open advising hours every Wednesday from 3 p.m. to 6 p.m.

Maintaining Recognition

In order to maintain recognition, student groups must...

- Complete a new Student Organization Affiliation Form listing new officers by the end of the spring semester each year.
- Provide an updated copy of a new constitution if any changes have been made during the year.
- Provide an up-to-date roster of officers and members.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any other related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m. to 6 p.m. The Office of Student Activities is located in the University Center, on the 2nd floor, or by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email us at wustudentinvolvement@gmail.com.

