

HOW TO START A STUDENT ORGANIZATION

Gaining Official Recognition

To become an official student organization at Willamette you need to...

- Find an advisor who is a member of the Willamette University faculty, staff or administration who is not on sabbatical or leave.
- Complete a Student Organization Affiliation Form, available in the Office of Student Activities.
- Provide a petition signed by at least 10 Willamette fee-paying students in the College of Liberal Arts 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 in the College of Liberal Arts (can be the same as the petition).
- Create a constitution and bylaws.

After submitting this information, the Committee on Student Organizations (COSO) and ASWU Senate will review the proposal and vote. A representative from the Office of Student Activities will notify the organization of the decision.

If/when you are recognized as a student organization you will then need to...

- Attend a New Student Organization Orientation.
- Attend a Student Organization Web Site Work Shop.

Note: The timeline to become a recognized student organization is approximately 2-4 weeks.

Benefits of Recognition

Recognized student organizations...

- Can request ASWU funding.
- Have access to the Office of Student Activities publicity supplies to create advertising for activities, meetings and events: poster-making area, paper, a letter-cutting machine, button maker and poster markers.
- Can reserve rooms throughout campus for meetings and events with the Office of Scheduling & Conference Services (x5442).
- Are invited to participate in both the Fall and Spring Activities Fairs; designed to introduce the many opportunities for involvement to new and returning students.
- Are listed in the Student Handbook which is distributed students in the beginning of each academic year.
- Are listed on the Office of Student Activities Website.
- Can distribute flyers/mailbox stuffers to student mailboxes.
- Have access to the resources available in Student Activities. The staff will help your organization through individual consultation or group meetings with things like budget planning, group facilitation skills, leadership training, fundraising, and more.
- Can participate in open advising hours every Wednesday from 3 p.m. to 5:30 p.m..

Maintaining Recognition

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

- Provide an up-to-date roster of officers and members from the current school year.
- Complete the Annual Student Organization Registration Form, listing new officers, by the end of the spring semester each year (student groups who affiliate on or after February 1 do not need to complete the Annual Registration form).
- Provide an updated copy of a new constitution if any changes have been made during the year.

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 5:30 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.

