

Becoming an Ursinus Student Organization

If you are interested in starting a new student organization at Ursinus College, then you must following the procedure outlined below:

1. Setup an appointment with the Student Activities Office.

It is important to setup an appointment with Todd McKinney to allow ample preparation for each specific request. Appointments can be made by calling 610.409.3608.

2. Obtain the following documents to start your application process:

- a. Intent to Organize Form
- b. Student Organization Constitution Model and Guidelines

3. Create an organizational constitution using the model and guidelines.

It is required of all groups requesting to become a new student organization to create a new constitution during the application process.

4. Choose an organizational advisor.

It is required of all groups requesting to become a new student organization to have an organizational advisor at the beginning of the application process. The interest group will not be allowed to continue the process without an advisor. The advisor must be a full-time faculty or staff member of Ursinus College.

5. Submit application materials to the Student Activities Office.

All applications materials must be submitted to the Leadership Development and Student Activities Office for review to be considered for advancement to the next stage.

Your application materials will then be given to the President of the Ursinus Student Government Association (USGA) for review. After one week of review and discussion between voting members, the application will be presented on the table for a vote.

If the application is denied by the USGA, then the application materials will be returned to the student petitioning the request. The group will be allowed to reapply for recognition at a later date to be determined by the Leadership Development & Student Activities Office.

If the application is approved by the USGA, then the application will be presented to the Student Activities and Services Committee (SASC) for official approval. If approved by the SASC, then the new organization will need to register with the Leadership Development & Student Activities Office by completing a Student Organization Registration Form. All groups will be notified by letter concerning all decisions.