How to Start a New Student Organization Checklist

_____ Review ManeSync and check to see there are no organizations similar to the organization you want to start and don't serve the same purpose as your organization.

_____ Meet with the Assistant Director for SGA and Student Organizations

_____ Submit draft of organization constitution to Assistant Director for SGA and Student Organizations

_____ Make suggested revisions to constitution if needed, and submit back to Assistant Director for SGA and Student Organizations for final approval

_____ Find 6 members to join the organization

_____ Determine who will serve as President, Vice President, and Treasurer

_____ Find a full-time faculty or staff member to be your organization's advisor

_____ Apply for EIN from IRS (this is needed if you want to open a bank account)

_____ Complete organization registration on ManeSync

        _____ Make sure to have a roster with student leomail e-mails

        _____ Make sure to have your approved Constitution to upload

        _____ Make sure to have a PDF copy of your EIN to upload

        _____ Make sure to have contact information (phone and e-mail) for your Advisor, President, Vice President, and Treasurer

_____ Attend a mandatory risk management training