

# How to Start a New Student Organization

## **Benefits of Recognition:**

Recognized student organizations...

- Can request funding.
- Have access to the craft room supplies to create advertising materials for events, meetings, and other activities.
- Can reserve rooms throughout campus for meetings and events.
- Are invited to participate in the Student Organization Fair; designed to introduce opportunities to get involved for new and returning students.
- Are listed on the Student Organization's webpage of the Knox website.
- Have access to resources available through the Campus Life Office.
  - The Campus Life Staff can assist your club with individual consultation or group meetings on topics that include budget planning, meaningful meetings, fundraising, planning events, and much more.

## **Official Recognition:**

To become an official student organization at Knox College you need to...

- Complete a *New Student Organization Form*, available in the Campus Life Office or online at <https://www.knox.edu/offices/student-development/campus-life-office/student-activities/forms>
- Submit a list of students who are interested in joining your new student organization along with the *New Student Organization Form* to the Office of Campus Life.
- Find an *Advisor* who is a member of the Knox College faculty, staff, or administration that is not on sabbatical or leave.

## **Completed Forms Due in the Campus Life Office by 12:00 pm on Friday:**

After submitting the request form to the Campus Life Office, the Student Senate Finance Committee will contact you with the date and time **you will need to attend their next regular meeting time in the Student Senate Office**). If they approve your funds request, you are expected to **attend the next Student Senate General Meeting (Thursday, 7:00 pm, Trustees Room in Alumni Hall)** to answer any additional questions they might have. At the Student Senate General Meeting your request will be voted on for final approval.

## **If Student Senate recognizes the organization you will need to...**

- Schedule an Organization Orientation with the Campus Life Office.
- Work in tandem with the Office of Communications to create a webpage for your new organization.

## **Maintaining Recognition:**

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

- Provide an up-to-date roster of officers after each transition period; new election.
- Participate in the budget process during Spring term.

\*Non-budgeted organizations are not expected or mandated to participate in the Spring budgeting process.

## New Student Organization Request Form

Please turn this form into the Campus Life prior to 12 pm on Friday in order to be considered the next week.

### Organization Information:

Organization Name: \_\_\_\_\_ Acronym(if desired): \_\_\_\_\_

### Leadership Contact Information:

**President:** \_\_\_\_\_ Year in School: \_\_\_\_\_

K-Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Vice President

**Or Co- President:** \_\_\_\_\_ Year in School: \_\_\_\_\_

K-Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ Year in School: \_\_\_\_\_

K-Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Secretary:** \_\_\_\_\_ Year in School: \_\_\_\_\_

K-Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Faculty/Staff Advisor:** \_\_\_\_\_ Department: \_\_\_\_\_

K-Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Meeting Information:

Day of the Week: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Is this organization affiliated with a National Organization?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which organization? \_\_\_\_\_

Are dues or other regular payments required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

**Will you need Student Senate Funding?** Yes \_\_\_\_\_ No \_\_\_\_\_

New organizations are limited to \$150 the first two terms of existence and \$200 the third term. After the three term introductory period, the student organization can request a budget through the standard Student Senate budget process.

## Student Organization: Description, Mission, etc.

**Please attach a typed response to the following questions:**

\*If your organization is approved, the responses you provide will be used on the Student Organizations section of the website. Please be as thorough and descriptive as possible.

**Description of Organization:** Please provide a description of the organization's purpose.

**Mission, Goals, and Objectives:** (See the resource guide on pages 5 and 6 for help.)

- Mission Statement that explains the purpose, aim, and function of the organization
- Goals of the organization and what you want to achieve
- What makes this organization unique from other organizations on campus
- Why this organization would be valuable to the Knox Community
- Why recognized organization status is necessary
- Examples of programs this organization will sponsor
- If activities include regular practices, games, or tournaments please describe how you plan to secure the necessary field, court, or other spaces needed
- In 5 years what do you hope this club will have accomplished

### **Budget Explanation:**

As mentioned previously, you will receive \$150 the first two terms of existence and \$200 the third term. Provide a budget breakdown for your initial three terms as a recognized organization.

### **Primary Type of Organization:**

Indicate the category below that best describes the purpose of your organization: \_\_\_\_\_

**Academic:** Group seeks to further intellectual goals, specific to a subject area. Group is often linked to and supported by an academic department. This includes honorary organizations whose membership is based on merit, accomplishments, honors, or qualifications in specific areas.

**Community Service:** Group exists to promote and support experiences in service to the community through volunteering.

**Culture & Politics:** Group exists to educate, engage, and support cultural knowledge that may include but are not limited to- social justice issues, traditions, celebrations, or intersections of culture in daily life. Group may also exist to foster relationships and serve as a support system for students' social interests, past times, and causes (e.g. political affiliations, advocacy groups, and hobbies).

**Fraternity/Sorority:** Group is a social fraternity or sorority recognized by the Interfraternity Council (IFC) or Panhellenic Council (NPC).

**Media:** Group exists to promote interest in, creation of, and appreciation of literary, visual, or audio media (e.g. newspaper, radio, magazine, and online journal).

**Performing Arts:** Group exists to promote interest in, creation of, and appreciation of performing arts (e.g. vocal, instrumental, dance, and theater).

**Recreation & Games:** Group exists to promote interest in, experiences in, and appreciation of physical games, sports, and outdoor activities.

**Religion:** Group exists to educate, engage, and support religious and/or spiritual growth, belief, or affiliation.

## Student Organization Officer and Advisor Agreement

### Officer Responsibilities:

- We affirm that neither the organization nor the officers or members acting on behalf of the organization will represent themselves as official “agents” of Knox College.
- We understand that we may not sign any contracts on behalf of our organization or Knox College.
- We affirm that this organization does not discriminate unconstitutionally in its membership practices or its activities against any otherwise qualified person based on age, disability, ethnicity, gender, national origin, race, religion, sexual orientation, political affiliation, or any other form of identity.
- We affirm that the officers of this organization are currently enrolled, full-time Knox College students.
- Following any election, an officer update will be provided to the Office of Campus Life.
- We affirm that this club will abide by all college, local, state, and federal policies, regulations, and laws.

### Advisor Responsibilities:

In requiring registered student organizations to have advisors, the college assumes that advisor will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource to the group. The duties and responsibilities of the advisor include, but are not limited to, the following functions:

- Have concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group’s mission and purpose.
- Schedule a specific time during which the organization officers and members may consult with you.
- Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
- Encourage the organization to function within College guidelines and do not condone any activity that does not adhere to College policies.
- Remain aware of the organization's financial status and encourage accurate bookkeeping.
- Encourage the learning process and remember that it is the student’s organization and they are free to make their own decisions.
- Provide a signature for any documents requiring an advisor’s signature.
- Attend advisor workshops hosted by the Campus Life Office when you are available.

### Advisor & Officer Signatures:

We verify that we have read and understand the Officer and Advisor Responsibilities. We verify that the information supplied on this application is, to the best of our knowledge, correct. We also agree to hold these positions until Campus Life has been notified of any changes.

President’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vice/Co President: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Resource Guide: Mission, Goals, & Objectives

Why are Mission Statements, Goals, and Objectives effective?

- To clarify and define why an organization exists
- To give direction
- To focus and motivate members
- To provide a way of recognizing accomplishments and successes

How are organizations that develop clear missions and goals more effective?

- They motivate members and increase commitment at meetings and activities
- They assist in the recruitment of new members
- Securing new leadership for a sustainable organization on campus

### Definitions

**Mission Statements:** Broad, general statements that tell why your organization exists. These do not normally change from year to year.

**Goals:** Statements that describe what your organization wishes to accomplish, which stems from your purpose or mission. Goals are the ends toward which your efforts will be directed and will often change from term to term or year to year, depending on your group.

**Objectives:** Descriptions of exactly what is to be done, and are derived from the goals; clear specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. Objectives are short term and have deadlines.

### 6 Easy steps for setting Goals and Objectives

1. Brainstorm a list of potential goals and objectives as a group.
2. Choose from the brainstormed list those you would like to implement.
3. Prioritize your choices. Where does the group want to start?
4. Determine objectives for each goal, and a plan of action for each objective. Remember, there can be several objectives for each goal.
5. Move into action and follow through. Many groups fail to evaluate and revise their goals; thus, their goals are abandoned and are often never achieved.
6. Evaluate your progress on a regular basis. Remember that circumstances change so be flexible and allow your objectives to change with them.

**Action Plan:** Your Action Plan is a list of very practical steps needed to accomplish your objectives in a timely manner.

**Questions which need to be answered in your action plan:**

1. How will the objectives be accomplished?
2. What are your resources in terms of people, money, and materials?
3. Who is responsible for each task?
4. What is the deadline?
5. How will you know when it is accomplished? How will you measure the results?

## Sample: Mission, Goals, & Objectives

**Organization:** Nail Design

### I. **Mission Statement**

The purpose of the Knox College Nail Design Organization is to give the Knox college community access to the variety of nail polish, designs, and techniques that exist.

### II. **Goals**

1. Encourage creative nail designs and try new techniques
2. Build campus unity
3. Have fun

### III. **Objectives** (Encouraging creative, expressive art)

1. Each member must research a technique they wish to share or new product they want to try.
2. Invite a professional nail technician to share the latest trends, techniques, and tips.
3. Present a campus wide nail-a-thon, free of charge, once a term.

### IV. **Action Plan**

1. How?
  - a. Brainstorm possible supplies and products
  - b. Financing resources
  - c. Brainstorm possible professionals to share knowledge with organization members
2. Resources?
  - a. Members
  - b. Campus Life Staff
  - c. Advisor
  - d. Local Professionals
  - e. Internet
3. Responsibilities?
  - a. All members will participate in nail design: either in painting nails, getting nails painted, or both.
  - b. Jose and Gertie have local connections so they will serve as the community liaison to finding speakers.
  - c. Fred, Ralph, and Sunny will take lead on the nail-a-thon planning and coordinating.
4. Deadlines?
  - a. Tasks assigned according to desire to take responsibility
5. Results?
  - a. At the end of the trimester, we will look at our goals and see if they were met and consider how we could improve for the future.