

How to Start a Student Club / Organization

Official Recognition

To become an official student club at Knox you need to...

- Find an *advisor* who is a member of the Knox College faculty, staff or administration who is not on sabbatical or leave.
- Complete a *New Club form*, available in the Campus Life Office or online.

After submitting this information to Campus Life, you will need to **meet with the Student Senate Finance Committee during their regular meeting time** (Monday 9pm, Student Senate office).

If/when they recommend your club, you will want to attend the **Student Senate general meeting** (Thursday 7pm, Round Room.)

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

- Attend a New Student Organization Orientation
- Email Campus Life your electronic responses to get submitted for the webpage.

Note: To have your application reviewed at Finance Committee meeting, your paperwork must be submitted to the Campus Life office no later than Monday at 3pm.

Benefits of Recognition:

Recognized student organizations...

- Can request funding
- Have access to the Student Leadership Work room supplies to create advertisement for events, meetings or activities
- Can reserve rooms throughout campus for meetings and events
- Are invited to participate in the Fall Carnival of Clubs; designed to introduce the many opportunities for involvement to new and returning students. **If a community service based organization, you will be invited to the Winter Service Fair
- Are listed in the Knox College directory which is distributed to students and staff in the beginning of each academic year
- Are listed on the Clubs and Organization website
- Have access to resources available through Campus Life. The staff will help your club through individual consultation or group meetings with things like budget planning, meeting preparation, leadership training, fundraising and more.

Maintaining Recognition:

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

- Provide an up-to date roster of officers from the current school year
- Participate in the budget process in the spring