

Student Organization Quick Guide

STARTING AN ORGANIZATION

NEW ORGANIZATIONS MUST

- ⇒ have a unique purpose on campus.
- ⇒ compliment the University of Dayton mission and values.
- ⇒ have five or more interested students / members.
- ⇒ have a University of Dayton full-time faculty or staff adviser.

ALSO CONSIDER

- ⇒ Recruiting: How are you going to find new members; what are you looking for in a member?
- ⇒ Meeting: How often will you meet? Where would you like to meet; does that work for members?
- ⇒ Leadership: Organization leaders must meet eligibility requirements.

STARTING AN ORGANIZATION

- ⇒ Begin the process by considering your organization's values and drafting a constitution.
- ⇒ Start to think about who a good faculty/staff adviser would be for your group; reach out to possible advisers.
- ⇒ Seek out students who may be interested in joining your group.
- ⇒ Complete a new organization form on the 1850 software.
- ⇒ Meet with staff in the Center for Student Involvement.
- ⇒ Official University of Dayton recognition is granted on May 31 and December 31 of each year. Organizations may be granted conditional recognition prior to these dates.
- ⇒ (Please note that you cannot register or host events until approved by CSI.)
- ⇒ Work with CSI to open a student organization financial account.

BENEFITS OF ORGANIZATION RECOGNITION

- ⇒ Use of University of Dayton name with organization name
- ⇒ Ability to host events
- ⇒ Right to solicit contributions
- ⇒ Assistance with risk management
- ⇒ Access to UD Facilities
- ⇒ Eligibility for Awards
- ⇒ Eligibility for SGA and LateNight Funding
- ⇒ Advertising Support

