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

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