

# Starting a New Student Organization

New orgs are required to have at least **10 undergraduate members**, a **Faculty/Staff/Administrator Advisor**, and a **Constitution**.

1

Meet individually with an **Involvement Consultant**, attend a **mandatory club registration meeting**, or attend the semesterly **Student Org Conference**. Those who choose to meet individually or attend a group meeting must pass a quiz with at least an 80%.

2

Once you've received an email from the **AS Activities and Budget Coordinator** letting you know your organization has been unlocked, go to **ToreroOrgs** and complete a registration form.

3

The **AS Activities and Budget Coordinator** reviews the new club registration form for completion and consistency with the **University of San Diego's Mission Statement**.

4

The AS Activities and Budget Coordinator contacts the **advisor** to confirm their agreement to serve as the club advisor and inform them of **upcoming advisor trainings and resources**.

5

The individual who submitted the registration form on **ToreroOrgs** will be emailed once the registration form has been **reviewed** and is **complete**.

6

The AS Activities and Budget Coordinator will then email the date, time, and location of the next **Student Organization Committee Meeting**. The students will present a 2 minute summary of the student organization's mission and goals.

7

The Student Organization Committee will review all of the proposed student organizations and if approved they will be presented to **Senate** the following week.

8

Once approved by Senate the President, Treasurer and Advisor will receive an email from the **Student Organizations Committee Chair** informing them that their organization is **officially approved** for the academic year.

9

The AS Activities and Budget Coordinator will then add the President and Treasurer to the **ICC Listserv** & Club Advisor to the **ICC Advisor Listserv**.

**Reminder:** All clubs and organizations must re-register every year!

**Questions?** Contact an **Involvement Consultant!**

**Visit:** SLP 316

**Call:** (619) 260-4802

**Email:** [usdinvolvement@gmail.com](mailto:usdinvolvement@gmail.com)

**Hint:** Click on items with blue text for more information!