

How to Start a New Student Organization

STUDENT ORGANIZATION CRITERIA

Student organizations form the basis of co-curricular life at Saint Leo University and are an important element to educating the total person. Outlined below is the process by which you can propose a student organization that is recognized by the University. A student organization seeking recognition must be non-discriminatory and open to all undergraduate populations within the university.

Please note that not all proposed student organizations will be approved. Approval is based on several factors including, but not limited to, the number of similar organizations, sustainability, demand for university resources, appropriateness/alignment with the Core Values, and adherence to the mission and values of Saint Leo University.

Step 1: Complete the New Student Organization Proposal (NSOP) Form Through [EngageLeo](#)

EngageLeo can be accessed through logging in to your Okta portal and is located under the “Resources” tab. Once logged in, proceed to the “Forms” and discover the New Student Organization Proposal Form (NSOP).

Be prepared to answer the following questions on your proposal:

- Location of the proposed organization (University Campus, Educational Center, Online)
- What is the proposed name of the organization?
- What type of organization is this? (multicultural, professional, religious, service, special interest, social etc.)
- What is the purpose of the organization?
- What is the mission of the organization?
- How is this organization different from those that already exist?
- What are the short-term goals for the first year of the organization?
- What are the long-term goals for the first five years of the organization?

Step 2: New Organization Approval Phase 1 - NSOP Review Process

Within 5 business days of the form being submitted, the Assistant Director of Student Activities will review the NSOP and either approve the form or contact the submitter via email for additional information. If additional information is required, the submitter will be required to edit the form and resubmit. Each submission is allotted 5 business days for review.

Note: The Vice President of Student Affairs or designee has the authority to approve or deny proposals on behalf of the university.

Step 3: New Organization Approval Phase 2 - Presentation of Charter Documents

Within 2 weeks of the NSOP being approved, a representative of the organization will be required to meet with the Assistant Director of Student Activities or designee to present the following documents, as these documents are required for the completion of Step 4. The Assistant Director of Student Activities or designee will contact the submitter via email to schedule this meeting. Templates for the required documents will be included in the email.

- Officer Roster (minimally to include President, Vice President, Secretary, Treasurer)
- Member Roster (minimally to include 6 student members in addition to officers)
- Advisor Agreement Form
- Constitution
- Annual Plan

Step 4: Register the Organization On [EngageLeo](#)

Upon completion of Step 3, the organization must register on EngageLeo. The primary contact should be the one to register the organization. The registration form will require the following information:

- Organization name and description
- Organization contact information
- Advisor contact information
- Meeting dates, times, and location
- Organization constitution
- Complete roster of officers and members

Refer to “Register A New Organization on EngageLeo” for instructions to complete this step (found through the Office of Student Activities on EngageLeo).

Upon completion of these steps the organization will be university recognized and be eligible for the privileges of recognition. Please see “Maintaining University Recognition” for more information regarding the annual responsibilities of student organizations.