



# New Student Organization Activation Checklist

*Recently, the steps to starting a new student organization at USF have changed. Please review the new steps below and contact the Center for Student Involvement with any questions.*

- Formally request the creation of a New Student Organization via BlackBoard (<http://my.usf.edu>).
  - Pick up the “Creating a New Student Organization” form for more information on formally requesting a New Student Organization.
- Set up a meeting with staff from the Center for Student Involvement to enter Provisional Status
  - After formally requesting the creation of a New Student Organization via BlackBoard, you will receive a message from the Center for Student Involvement within 72 business hours requesting a meeting to further discuss the proposed organization. If you do not receive a message within 72 business hours, contact the Center for Student Involvement at the information below.
  - At this meeting, you will discuss the steps that remain in creating the proposed student organization and review the electronic paperwork that was previously submitted.
  - **Note:** If you are establishing a sport club, please set-up a meeting with the Sport Clubs Coordinator at the Recreation Center prior to this meeting by calling (813) 974-6291.
  - **Note:** If you are establishing a Greek organization, you must be recognized by one of the four Greek governing councils prior to submitting any request for a New Student Organization.
- Organizations must complete the following requirements within 60 days of entering provisional status: (Failure to meet these requirements within 60 days will result in organization being made inactive for a time period of no less than 1 semester)
  - Constitution on file and approved with the Center for Student Involvement
    - Constitution Guidelines and a Sample Constitution are available in the Center for Student Involvement or online in the “Organization Resources” section of <http://involvement.usf.edu>
  - Organization information filled out online for organization
    - Organization General Information
    - Contact Information
  - Must have required officers and membership count in BlackBoard
    - President and Treasurer are **required** at all times
    - A&S Funded Organizations must have at least 10 student members
    - Non-A&S Funded Organizations must have at least 5 student members
- Confirm fulfilling all organization requirements with the Center for Student Involvement to enter Active Status
- After organization achieves active status
  - If A&S funded, 14 week Student Government waiting period begins before being eligible to request funding.
    - Contact a SG Comptroller for more information or with questions about the funding process by calling (813) 974-2045.