

Creating a New Student Organization

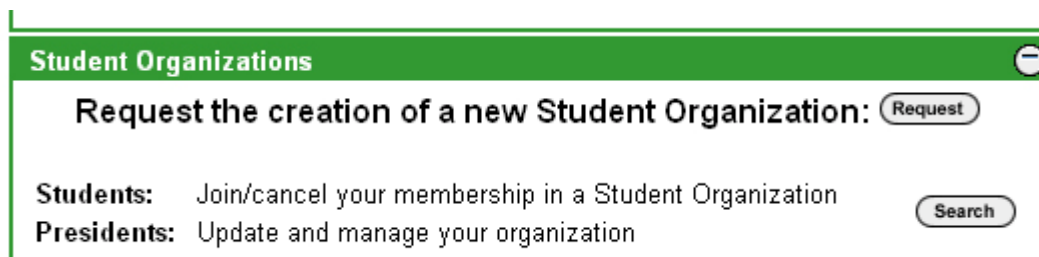
Recently, the steps to starting a new student organization at USF have changed. Please review the new steps below and contact the Center for Student Involvement with any questions.

Certain steps and guidelines must be met in order for you to create a new student organization on the University of South Florida's Tampa campus:

1. A student organization with the same purpose/goals **cannot** currently exist.
2. You must have at least 5 students, including yourself, who are interested and committed to starting the new organization (if your organization is going to request funding from Student Government, you **must** have a minimum of 10 student members).
3. Your organization must serve a general purpose to the USF community.

Requesting the creation of a new Student Organization:

To request the creation of a new organization, log in to BlackBoard, <http://my.usf.edu>. On the top of the page, you will see a variety of tabs. Click the "Organizations" tab. Once you have opened the "Organizations" tab, on the right side of the screen you will see a box similar to the one below. Click the request button. Fill out the form on the next page including the organization's full name, campus, category, its purpose, and reason for establishment. Also, include one faculty or staff netID and five other student netIDs (There must be a faculty or staff ID first). You can leave the optional spaces blank for now if you want to. You can fill them out or change them later. Read the statements, check off the agreement box and click submit.



Student Organizations ⊖

Request the creation of a new Student Organization:

Students: Join/cancel your membership in a Student Organization

Presidents: Update and manage your organization

Once you click submit, your request for a new student organization will be sent to the Coordinator of Student Organizations in the Center for Student Involvement. S/he will review your information and contact you, via e-mail to schedule a meeting to further discuss your proposed student organization.

If you do not hear back from the Center for Student Involvement within 72 business hours, please contact their office at the information below to check on the status of your organization.