

## Benefits of University Recognition

The benefits of becoming a university recognized student organizations are as follows:

- Receive an organization page on [CORE](#), the University's official student engagement platform. Organizations can utilize to manage their organization, host and promote events, etc.
- Ability to reserve space on campus, including rooms and campus facilities.
- Ability to advertise on campus.
- Eligible to receive an SGA budget and funding.
- Eligible for a self-support bank account through Cooperative Activities.
- Eligible for an online dues collection and fundraising.
- Eligible to use *Raise the Rock*, the SRU Foundation's online crowdfunding platform, for organization fundraising.
- May utilize the Office for Student Engagement and Leadership mailing address for organization mail and package delivery.
- May obtain a university mail code. Organizations will be billed for postage on a monthly basis.
- May request mailing labels for bulk mailings and are eligible to utilize the university bulk mailing rate.
- Reserve equipment and event supplies through the Office for Student Engagement and Leadership.
- Access to the Resource Area and art supplies, within the Office for Student Engagement and Leadership.
- Access to student organization resources and trainings, provided by the Office for Student Engagement and Leadership.
- Club Sports are provided with an official University Club Sports logo and additional support from Campus Recreation.
- Utilization of SRU logos and trademarks, in compliance with the SRU Licensing and Trademarks Policy.

## New Student Organization Recognition Guidelines

Prior to completing the submission for recognition, please complete the following:

- Establish a roster of members
  - Minimum requirement: 10 members
- Establish a relationship with a full-time faculty/staff advisor
- Write a Constitution and By-Laws in accordance with information and templates provided by SGA and the Office for Student Engagement and Leadership
  - Information and templates can be found in the [Student Organization Resource folder](#) in the Office for Student Engagement and Leadership organization on CORE.
- Identify student officers of the organization
  - Minimum requirement: President, Vice President, Treasurer, Secretary

# New Student Organization Recognition Process Checklist

The steps below outline the process to start a new student organization. **The estimated time to complete the entire process is four weeks.**

Submissions for new student organizations will be open during select times during each academic year to adequate time to complete the process. Typically, the first day of classes through spring break.

**New Student Organization application is available: August 23, 2021 – March 18, 2022**

- Log onto CORE ([sru.edu/core](http://sru.edu/core)) and click on REGISTER AN ORGANIZATION under the Organizations tab. Follow the steps to submit information for your new student organization.
- You will be contacted by the Graduate Assistant for Student Organizations in the Office for Student Engagement and Leadership, to set up a meeting to review your New Student Organization Submission.
- A representative from your organization's executive board will need to attend the SGA Rules & Policy committee meeting, to review your application, constitution, and bylaws.
- If and when the SGA Rules & Policy committee moves the New Student Organization request to the floor of the SGA Senate, at least one representative of your organization's executive board will need to attend the next SGA Formal Senate Meeting to present your organization for final approval. The SGA Formal Meeting schedule is available on the SGA page on CORE.
- If the organization is approved by the SGA, you will receive an email from the Graduate Assistant for Student Organizations, containing information on how to finalize the establishment of your organization.

If you have questions, please contact the Office for Student Engagement and Leadership at [leadership@sru.edu](mailto:leadership@sru.edu), by phone at (724) 738-2030, or stop by *The Suite* on the second floor of the Smith Student Center.