

Starting a Student Organization

There are essentially 5 steps to follow to create an organization, outlined below:

1. Refine your idea

- Have a clear idea of what type of group you would like to start.
- Write a purpose statement and some basic goals. This pre-planning will be very helpful later on.

2. Seek professional assistance

- Visit the Office for Student Organization Development in the [University Student Commons](#), Suite 018.
- Student Organizations staff can verify that no current group duplicates your organization, and can check the records to determine if such a group existed in the past. If so, these records can be of use in providing information on activities and structure.

3. Talk it up!

- Let other students know about your organization. It only takes 5 students to start an organization.

4. Establish Leadership

- **Get an Advisor**
While the university does not require that a group have an advisor, except in some circumstances, we strongly encourage one. Advisors are extremely valuable due to their experience and expertise and can provide continuity when student members have graduated.
- **Elect Officers or Appoint Duties**
Once you have determined what kind of leadership you will need and the method of electing or appointing them, hold elections and get your officers in place. A minimum **semester and cumulative** GPA of 2.0 must be maintained in order to be an officer.
- **Create Guidelines or a Constitution (Optional)**
You will need to upload a constitution and/or bylaws to the Club Manager along with your completed registration.

5. Register

Now you are ready to register your organization!

Complete a [myORGS@VCU Username Request Form](#) and submit to the Office for Student Organization Development. A Student Organizations staff member will contact you with registration information and instructions.

Now what?

- Every Active organization is required to submit an **Activity Report** and undergo the Officer **GPA check** (2.0 semester & cumulative) conducted at the beginning of each semester. All officers who are found in violation of the GPA requirement will need to be removed from office in order for the organization to maintain their status with the university.
- All active Virginia Commonwealth University student organizations are required to **renew their registration annually**.

Show me the money!

- New or re-started organizations are assigned a **90-day waiting period** before its members are eligible to apply for allocation of the Student Activity Fee which is distributed by the [SGA Appropriations](#) Committee and Student Organization Financial Services.

Top 5 Reasons to be involved in a Student Organization

- Allows you a chance to enhance and develop leadership, communication, organizational, and interpersonal skills.
- Offers opportunities to interact with people who share similar beliefs, ideas, and ambitions.
- You will have opportunities to engage your interests outside of the classroom and make an impact on others, the community and the world.
- Have opportunities to network and build personal and professional relationships.

Meet, socialize and network with others
similar and different than you – and have
lots of fun!