

# New Student Organization Checklist



Looking to create a new student organization? Here are some questions and actions to consider before registering a new organization.

## Before starting the registration process:

- Look through the [list of existing organizations on CampusGroups](#). Are there any organizations that have a similar mission or purpose that you might be duplicating?
- If there are similar interest/missions within an organization, we recommend reaching out to their student leadership (under the group's member/officer list on CampusGroups) to see if they are interested in adapting your idea to their existing structure.

## If you are ready to begin the process, here is a checklist of things that you will need to do, create, and have ready:

1. What is your purpose?
2. Do you have mission statement? Goals?
3. Do you have an advisor? Do you know what the role of the advisor should be?
4. You will need a constitution. There is a checklist for you to follow that will assist you with writing this. You may also draft bylaws to your constitution.
5. You will need 2 officers and advisor and a minimum of 5 people in our organization.
6. Are you affiliated with any national organizations?
7. You will need to know if your organization is a University or Independent.
8. All organization should develop a logo to assist you with marketing, advertising, and name recognition.
9. Do you have funding to operate? Department sponsored or other funding?
10. What other assistance do you need to be successful?
11. To establish a long term organization that will continue over the years, it is important to create processes and documents that can be shared with the new officers each year. This should cover how to re-register, creating a budget, securing funds, how to reserve space, meeting notes, etc.

Before you register your new organization, please reach out to our Campus Activities Program Coordinator, Linda Siptrott, at [LR21@cornell.edu](mailto:LR21@cornell.edu) for a brief meeting.