

New Student Organization Application

Deadline for submission is the Wednesday before Fall Break and the Wednesday before Spring Break.

Overview

The first step to starting a new student organization begins by making an appointment with the Assistant Director of Student Activities for Leadership and Student Organizations who will advise you through the process of registering your student organization. Contact the Student Activities Office at 280-1715 or sao@creighton.edu to set up an appointment.

You will need to complete the application packet. The Assistant Director of Student Activities may assist you in completing this packet which must include:

- The application form (available in the Student Activities Office or at www.creighton.edu/studentactivities)
- A proposed constitution
- A proposed mission statement
- Calendar of proposed events for the year

To increase your organization's chance for approval, present your constitution and mission statement to the Assistant Director of Student Activities for review several weeks before the Student Organization Review Committee (SORC) meets. The Assistant Director is familiar with the requirements necessary to create a sound and functional constitution, so use his/her talents to ensure your organization's success. The Student Activities website (www.creighton.edu/studentactivities) provides an overview of and basic instruction through the application and also provides a sample constitution, mission statement, and calendar of proposed events.

Creighton University Student Handbook Policy:

- It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion or sexual orientation. (Restricted membership may be granted if the organization provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).
- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
- A moderator who is a faculty or staff member from Creighton University must agree to advise the organization.
- Officers, as defined by the organization's constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative QPA or its equivalent to be eligible for office and maintain a minimum of 2.5 QPA or its equivalent while serving out their term. If an officer's cumulative QPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office.
- As part of the initial application, the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines.
- Groups applying for registration must meet a need not presently met by any other organization or department on campus.
- The organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.
- A registered group must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Creighton University does not necessarily endorse the views reflected and opinions expressed by student organization members or during their events. Student organizations must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for student organizations.

New Student Organization Application Form

Proposed name of Organization: _____

Category (check one; SORC reserves the right to change category to best fit purpose and interests of the organization):

- | | | | |
|--|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Academic/Interest | <input type="checkbox"/> Greek | <input type="checkbox"/> Professional | <input type="checkbox"/> Service |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Honor society | <input type="checkbox"/> Publications | <input type="checkbox"/> Social |
| <input type="checkbox"/> Government | <input type="checkbox"/> Political | <input type="checkbox"/> Religious | <input type="checkbox"/> Sports |

Specific membership qualifications (if not open to all Creighton University students)

(for example: History Honor Society – member must be a Junior or Senior History major with at least a 3.0 cumulative QPA)

How will the group be financed? _____

Membership Information

Number of students interested in the organization to date: _____

Names and signatures of at least four full time students who are interested:

Names:

Signatures:

Contact Information

Student Organizer:

Moderator:

Name: _____

Name: _____

Net ID: _____
(to check QPA)

Title: _____

Local Address: _____

Department: _____

Phone: _____

Campus Address: _____

Email: _____

Phone: _____

Email: _____

We request permission from the Student Activities Office and the Student Organization Review Committee to organize for the purpose of becoming an officially registered student organization at Creighton University. It is understood that by submitting this application, the proposed organization agrees to abide by all University rules and regulations as well as applicable state and federal laws. We also realize that executive officers must maintain a cumulative QPA of 2.5 or its equivalent and grades will be reviewed each semester.

Student Organizer Signature

Moderator Signature

Fill out form in entirety and submit to Student Activities Office, 110 Skutt Student Center. Please remember to attach the other required materials.
Contact the Student Activities Office at (402) 280-1715 or www.creighton.edu/StudentActivities with questions

STUDENT ACTIVITIES OFFICE USE ONLY	
Date Received: _____	SAO Front Desk Staff's Initials: _____
Revised 8/19/09	