# How to Start a New Club Flow Chart

## Stony Brook University

Updated 2/24/09

**STEP 1: Notification of Interest**
Students come in to the Student Activities Office, SAC 218, and informs us of interest in starting a new club. Student is placed on a contact list with others interested in starting a new club.

**STEP 2: Outreach to Interested Students**
Email is sent out to all interested students regarding New Club Process. Email includes New Student Group Proposal form, schedule of workshop dates as well as a link and instructions for the Club Registration website.

**STEP 3: New Club Process/Workshops**
Students attend three (3) MANDATORY workshops regarding the New Club Process, and how to run the club on campus after it is established and recognized. Topics covered include: constitution, reserving space, programming, funding/fund raising, advertising, etc.

**STEP 4: Paperwork/ Registration**
Students hand in all neccessary paperwork to the Student Activities Office, SAC 218.
New Student Group Proposal form, completed registration with Faculty/Staff advisor and all appropriate signatures, and the club's constitution.

**STEP 5: Review Committee**
All paperwork submitted by student group is reviewed but New Student Group Review committee which includes a representative from Student Activities, the Interfaith Center, Campus Recreation, and Undergraduate Student Government. Group approval will be determined at the meeting; if any discrepencies are discovered they will be taken care of right after the meeting.

**STEP 6: Approval**
Prospective New Group will be contacted by email whether they are approved or not. Clubs that are approved will be notified of their club advisor and club protocol. Prospective clubs that are not approved will be able to resubmit proposal for recognition once again the following semester. If workshops were completed in the fall semester, they will count towards spring semester, however, if workshops are completed in the spring, they will not carry over to the next fall.