

# Prospective Club Application Schedule 2016-2017

## Spring 2017 Recognition Schedule

Thursday, January 26: Students may begin submitting their Prospective Club Interest Form online which includes answering questions about the prospective club's purpose, membership interest and any regional or national affiliations.

Monday, January 30, 1:00-3:00 PM, Tuesday, January 31, 9:00-11:00 AM, Wednesday February 1, 9:00-11:00 PM, Thursday February 2, 3:00-5:00 PM and Friday, February 3, Noon to 2:00 PM: Student Activities Office staff members will be available for questions and assistance.

Monday, February 6: Prospective Club Interest Form must be submitted online by 5:00 PM. Please note that submissions are time-stamped. Incomplete or late submissions will not be considered in this cycle.

Friday, February 10 or earlier: The Student Activities Office will provide proposed clubs feedback on their proposals as well as a list of any additional departmental approvals needed. A link to the application packet as well as an appointment schedule to meet with a representative of the Student Activities Office will be provided in an email to the proposed "officer 1" and the proposed advisor.

Monday, February 13 through Thursday, February 17: Each prospective student club will have the opportunity to meet individually with a member of the Student Activities Office to discuss their application.

Monday, February 20: Organizations must submit their application packet online by 5:00 PM. All application materials must be received by the deadline. The application packet includes submitting a constitution, list of officers, name and consent of advisor, proposed budget, proposed schedule of events and proof of departmental support (if needed). Incomplete or late applications will not be considered in this cycle.

Tuesday, February 21 to Tuesday, February 28: The Student Activities Office will review the Application Packet and request additional information if needed. The review will confirm that the proposed student club's purpose is consistent with the University's mission, whether it be spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. The University policies and procedures supersede those of any regional or national organization to which a proposed club would be affiliated.

Wednesday, March 1: Application Packets which pass the review by the Student Activities Office will be distributed to the following student government organizations for review and approval: CCC, GSU, MBAA or SBAA. These organizations typically consider: if the purpose of the proposed student club is currently fulfilled by existing student organizations, the number of interested students, and the long term sustainability of the proposed club.

Thursday March 2 through Thursday March 9: Applications to be reviewed and voted on by the aforementioned Student Government organizations.

Friday, March 10: Prospective student clubs will be notified of the Student Activities Office decision via e-mail, sent to the proposed "officer 1" and the proposed advisor. The Student Activities Office reserves the right to defer a decision, should additional review of the application packet be needed.

Wednesday, March 22 at 2:00 PM or 4:00 PM: Newly approved student clubs must attend a new student club training in order to activate their clubs. Please save the date so you can plan accordingly.

The recognition process takes approximately four weeks from when you complete and submit the Application Packet until you receive an official recognition letter. During this period, your timely response to any requests for information or changes to your materials will assist in keeping the process running smoothly.

# Prospective Club Application Schedule 2016-2017

## Fall 2016 Recognition Schedule

Thursday, September 1: Students may begin submitting their [Prospective Club Interest Form](#) online which includes answering questions about the prospective club's purpose, membership interest and any regional or national affiliations.

Monday, September 5, 1:00-3:00 PM, Tuesday, September 6, 9:00-11:00 AM, Wednesday September 7, 9:00-11:00 PM, Thursday September 8, 3:00-5:00 PM and Friday, September 9 from Noon to 2:00 PM: Student Activities Office staff members will be available for questions and assistance.

Monday, September 12: Prospective Club Interest Form must be submitted online by 5:00 PM. Please note that submissions are time-stamped. Incomplete or late submissions will not be considered in this cycle.

Friday, September 16 or earlier: The Student Activities Office will provide proposed clubs feedback on their proposals as well as a list of any additional departmental approvals needed. A link to the application packet as well as an appointment schedule to meet with a representative of the Student Activities Office will be provided in an email to the proposed "officer 1" and the proposed advisor.

Monday, September 19 through Thursday, September 22: Each prospective student club will have the opportunity to meet individually with a member of the Student Activities Office to discuss their application.

Monday, September 26: Organizations must submit their application packet online by 5:00 PM. All application materials must be received by the deadline. The application packet includes submitting a constitution, list of officers, name and consent of advisor, proposed budget, proposed schedule of events and proof of departmental support (if needed). Incomplete or late applications will not be considered in this cycle.

Tuesday, September 27 to Tuesday, October 4: The Student Activities Office will review the Application Packet and request additional information if needed. The review will confirm that the proposed student club's purpose is consistent with the University's mission, whether it be spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. The University policies and procedures supersede those of any regional or national organization to which a proposed club would be affiliated.

Wednesday, October 5: Application Packets which pass the review by the Student Activities Office will be distributed to the following student government organizations for review and approval: CCC, GSU, MBAA or SBAA. These organizations typically consider: if the purpose of the proposed student club is currently fulfilled by existing student organizations, the number of interested students, and the long term sustainability of the proposed club.

Thursday October 6 through Thursday October 13: Applications to be reviewed and voted on by the aforementioned Student Government organizations.

Friday, October 14: Prospective student clubs will be notified of the Student Activities Office decision via e-mail, sent to the proposed "officer 1" and the proposed advisor. The Student Activities Office reserves the right to defer a decision, should additional review of the application packet be needed.

Wednesday, October 26 at 2:00 PM or 4:00 PM: Newly approved student clubs must attend a new student club training in order to activate their clubs. Please save the date so you can plan accordingly.

The recognition process takes approximately four weeks from when you complete and submit the Application Packet until you receive an official recognition letter. During this period, your timely response to any requests for information or changes to your materials will assist in keeping the process running smoothly.