

Looking to start a club on campus?

Questions to ask:

- Is there a need for this club on campus?
- Does a club like this already exist?
- What is the goal of the club?
- What do we want to do as a club throughout the year?
- Do we feel that students would be interested in joining?
- Are there enough students that would be willing to step into leadership roles within the club?
- Does the club represent St. John Fisher College well?

Next steps...

What To Do	Dates
Complete the New Club Recognition Application <ul style="list-style-type: none">• This application can be found on FisherSync under Forms → New Club Recognition Application• Recognition will automatically be denied to any organization that selects its members on the basis of race, color, religion, sexual orientation, age, or national origin.• Only registered students of St. John Fisher College can start a student organization.	Form must be submitted by the Thursday after Involvement Fest , for both fall and spring semesters Involvement Fest is held in September and January of each year. The date will be sent out to all students at the beginning of each semester.
Attend the Mandatory New Club Meeting <p>All clubs that complete and submit an application for recognition will be expected to attend this meeting hosted by the Office of Campus Life and Student Government Association (SGA).</p> <p>An email will be sent to students with information about this meeting.</p> <p>The meeting will cover club policies and procedures, and answer any questions.</p>	Meeting will take place on the Tuesday after the New Club Recognition Application is due

<p>Complete Checklist Items</p> <ul style="list-style-type: none"> • <i>Host a minimum of 2 informational sessions for club and keep an attendance sheet from those two sessions</i> • <i>Create club constitution</i> • <i>Create club timeline and list of goals</i> 	<p>Attendance sheets, constitution, timeline, and goals must be submitted to the Office of Campus Life within 30 days of the Mandatory New Club Meeting</p> <p>They can be scanned and emailed to jbokor@sjfc.edu or submitted in person.</p>
<p>Meet with Office of Campus Life</p> <p>After all paperwork has been submitted, a meeting will be set with Jackie Bokor in the Office of Campus Life to discuss status. At least two club representatives should be present.</p> <p>At this point, the interested club members and the Office of Campus Life will determine if the club should be recognized on campus.</p>	<p>Determined by Office of Campus Life and interested club members (within the week after all paperwork is due)</p>
<p>Optional: Present to Senate about becoming SGA Affiliated</p> <p>A list of recognized clubs will be sent to the VP of Clubs and Organizations and these clubs will have the opportunity to become SGA affiliated if they chose to do so.</p>	<p>Recognized clubs can present at an SGA Senate meeting during the semester following their club recognition. For example, if a club became recognized in the fall, they could present to Senate in the spring.</p> <p>The date for the Senate meeting will be sent out to all recognized clubs.</p>