Steps for Forming a New Student Organization

1) Complete the 2021-2022 Student Interest Group Form
Complete the Student Interest Group Form to begin the New Student Organization process. You will answer a series of questions about your Potential Student Interest Group.

2) Schedule a Meeting with the Office for Student Engagement
You will receive an email to schedule a meeting with an Office for Student Engagement Staff Member to review the Student Interest Group Form, review the process for potential Student Organizations, and you will have the opportunity to ask any questions that you need answered.

3) Complete the Student Organization Leadership Experience
Each organization at Southeastern Louisiana University should participate in the Student Organization Leadership Experience (S.O.L.E.). This program equips student leaders with the tools needed to be successful throughout the academic year that will be provided by the Office for Student Engagement.

4) Complete the Student Organization Recognition Packet
When the S.O.L.E. course is completed, the Student Interest Group will receive access to fill out the Student Organization Recognition Packet. Once the packet is complete, we will review and verify all submitted information. You will receive an email with follow up questions or a congratulatory email welcoming your new organization to Southeastern Louisiana University.

What can Interest Groups do until they are an approved Recognized Student Organization?

Interest Group – any organization that is petitioning for the status of a Recognized Student Organization.
Recognize Student Organization (RSO)- any organization who has completed all requirements with the Office for Student Engagement and has at least 10 members and has received an official notice from the Office for Student Engagement that your organization is an approved RSO.

What can Interest Groups do?

● Can hold interest meetings
● Can table to recruit members (Interest Tabling)
● Can submit Registration of Activities (ROA) for interest meetings and interest tabling
What Interest Groups can NOT do?

- Cannot host **social events**
- Cannot receive **grants (Organizational Grant and/or Travel Grants)** from the Student Government Association
- Cannot participate in **Large Campus Events** (e.g. Homecoming Week, Mocktails, etc.)
- Cannot hold **Fundraiser Events**

### FAQ (Frequently Asked Questions)

How do we go about getting an RSO advisor for our new organization?
During the duration of your group being a Student Interest Group, one of the Professional Staff members in the Office for Student Engagement will serve as your faculty advisor until you have completed the Student Organization Recognition Packet.

You can connect with your professors or other staff members to see who would be interested in serving as a RSO Advisor for your organization or see if they can help you find an RSO advisor.

How many students will we need to start our new organization?
Ten students are required to start a new organization. If you don’t have 10 members, we will provide you with resources on how to recruit and retain potential members.

After our organization is formed, what do we do next? How do we stay as a recognized organization?
Once the organization is established, you will be officially a Recognized Student Organization for Fall 2021 - Summer 2022. Organization members are encouraged to attend the S.O.L.E. conference over the summer and must complete the recognition packet each school year.

If you have any questions or concerns, please contact us at [ose@southeastern.edu](mailto:ose@southeastern.edu).
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