

STARTING A NEW STUDENT ORGANIZATION

View student organization documents online at http://usfsp.edu/studentorgs/	1
Find a current and active USFSP faculty/staff advisor and obtain their NetID to add them on BlackBoard.	2
Find 5 currently registered students who support your organization and obtain their NetID's to add them on BlackBoard.	3
Submit online request through BlackBoard to start a new student organization. This is where the NetID's you have collected will be input. You will also include an Organization Purpose and Reason for Establishing Organization: <ul style="list-style-type: none"> a. Log in to BlackBoard (my.usf.edu) b. Click the "Student Life" tab c. Locate Request the creation of a new Student Organization and click on "Request" d. Enter the requested information - <u>Note that this information will be publicly viewable.</u> 	4
You will receive a confirmation email from the Department of Student Life and Engagement regarding your request. The next step is to meet with a staff member of the Department of Student Life and Engagement by calling 727-873-4500. At this meeting your organization request will be either approved or denied.	5
If approved, your organization enters "Provisional" status. An organization may only remain provisional for 60 days. Within that time, your organization must complete the entire process outlined here or it will be made inactive for a minimum of 1 semester.	6
Update your organization information: <ul style="list-style-type: none"> a. Organization general information (meeting time/location/etc.) b. Contact information c. Membership (update roster and member roles) 	7
Get a current and approved constitution on file with Department of Student Life and Engagement: <ul style="list-style-type: none"> a. Submit constitution drafts to Department of Student Life and Engagement for review b. Confirmation will be sent when approved 	8
Confirm with Department of Student Life and Engagement that all other requirements have been met and request a review for change of organization status. If all requirements are met, the Organization enters "Active" status.	9
Maintain "Active" status by fulfilling all requirements and guideline of the university and the Department of Student Life and Engagement.	10