Enclosed in this packet are all the documents and information necessary for proposing a new student organization. These documents will help the committee make informed decisions about the proposed organization, so please be sure to spend the time filling them out completely and accurately.

Also included are resources and examples that can be helpful in completing the application and starting your organization. These resources include a flow chart explaining the overall process of becoming an organization, as well as sample documents and a resource list for questions that may arise during the process or as your organization grows.

Please be aware that a minimum of ten (10) members is necessary for a proposal to be considered. All documents must be submitted to the Student Involvement Office by the second Friday of the semester in order to be reviewed by the committee.

Use the following check list to be sure all items are complete before submitting:

- Student Organization Proposal Form
- Membership Spreadsheet (see example & Student Organization Proposal Form for detailed information)
- List of activities/special events your organization plans to sponsor
- Campus Advisor Agreement Form
- Constitution

Best of luck with your proposal! If you have further questions, contact Nancy Bihl Rutkowski in the Student Involvement Office (740-368-3171, nbrtkow@owu.edu).