



CONCORDIA UNIVERSITY NEW STUDENT ORGANIZATION APPLICATION PROCESS

All student organizations must receive official recognition in order to exist and function as a student group at Concordia University. The ASCU, Director of Student Activities, and Dean of Students (through the Events Review Committee - ERC) must approve any new student organization's application and charter. Please start your application here: <https://goo.gl/forms/0m699PZp65NB3E7H2>.

A. The benefits and privileges of having a chartered organization are as follows:

1. Eligible for ASCU funding.
2. Listing in the University's Directory of student groups and involvement opportunities.
3. Permitted, within applicable policies and procedures, to
 - a. Use Concordia University's name.
 - b. Sponsor and hold events and fund-raisers.
 - c. Advertise and promote organizational activities.
4. Ability to reserve and use University space and facilities, as well as, request and use University equipment.

B. Submit Proposal to the ASCU Club Commissioner or Director of Student Activities:

Submit in type-written form the club application questions (attached) for review. The following items must be completed:

1. The name of the organization
2. The "Statement of Purpose" of the Organization.
3. List of at least 10 prospective members with contact information.
4. Names and titles of the organization's student officers
5. List of at least 3 tangible goals for the organization.
6. List of anticipated activities/programs.
7. Process and timeline for selection of officers
8. List of anticipated frequency of club meeting
9. Recommendation Letter from a full-time Concordia University faculty or staff advisor.

C. Sign Below Acknowledging That you Have Read and Understand:

1. "Planning Procedure and Process: University Events, Programs and Activities"
2. "Policy and Procedures for Student Organizations at Concordia University"
3. "Concordia University for Riders and Contract for Guest Speakers and Performers"

Club President Name _____ Signature _____ Date _____

Club Advisor Name _____ Signature _____ Date _____

Club Advisor Name _____ Signature _____ Date _____

Initial Approval by the Dean of Students YES NO Initial _____ Date _____

Final Approval: YES NO

Club Chair Signature _____ Date _____

Director of Student Activities Signature _____ Date _____

Dean of Students Signature _____ Date _____