The “8 STEP by STEP” New Student Organization Application Process (as of 6/15/2021)

Step 1: Develop Your Initial Idea and Assess Student Interest

Consider the following questions:

1. What do you want the organization to do? Be specific and having a clear vision is important.
2. What would be the mission and purpose of the organization?
3. What activities would further that purpose? Describe your ideas for activities, events, projects and initiatives in a realistic way.
4. How would you garner the necessary resources to support these activities, events, projects and initiatives? Consider funds, space, resources, members support and staff oversight.
5. Why would current and future Bloomsburg University students want to be a part of this organization? Your proposal needs to demonstrate a commitment and interest beyond your own.

Step 2: Review Information and Policies About Student Orgs

Understanding pertinent university policies and guidelines is important before you submit your application. See a complete list of applicable policies on HuskySync, on the BU website and in the Pilot, Student Code of Conduct.

Step 3: Have an Initial Feedback Meeting with a Student Org Leadership Coach or Student Involvement Staff

An organization that receives feedback early in its creation is most likely to succeed. SEEK ADVICE EARLY AND OFTEN.

1. Ready for your feedback meeting? Contact the Kehr Union Operations and Student Involvement (KUOSI) to begin by emailing storgs@bloomu.edu or gkinzel@bloomu.edu
2. The Student Org Leadership Coach or Student Involvement staff will guide you through all the steps of how to start a new club or organization and what resources are available to you
3. Share your draft proposal with the Student Org Leadership Coach or Student Involvement staff for feedback before you apply.

Step 4: Submit a New Student Organization Application on HuskySync

CAREFULLY CONSIDER the questions on the Application. THE QUALITY AND CLARITY OF YOUR APPLICATION MATTERS.

1. Log into your HuskySync account using your BU username and password: https://bloomu.presence.io
2. Go to the main page under “Forms”. Click on “Organization Registration”
3. Be prepared to upload your 1st draft of your Organization’s Constitution when you register
4. Applications will not be reviewed until after the October 1 deadline for Fall semester or after February 1st for Spring semester
5. Important Note: Submitting an application does not guarantee recognition. It just initiates the review process.
6. Be sure to hit the green “Submit for Approval” button at the top right before exiting the page.

Step 5: Review by COSO (Committee on Student Organizations) and Kehr Union Operations & Student Involvement (KUOSI)

1. Once you submit your application it is reviewed first by KUOSI staff and then COSO.
2. After the initial staff review you may be asked to provide additional information prior to the committee review.
3. The COSO group will begin meeting in October for Fall semester and February for Spring semester to review all applications for new student clubs and organizations.
4. Attend a pre-scheduled meeting with COSO to present your final proposal
5. Be prepared to field questions about your organization’s mission, events, activities, member recruitment, logo design, branding, election procedures, financial requests, and any other related organizational matters
6. Your organization’s advisor MUST be present at this meeting
7. If necessary, you may need to revise your constitution and/or make recommended changes before you are eligible to move on to the final phase for approval: The CGA Senate
Step 6: The Decision Notification and Final Presentation to CGA Senate

1. COSO will render a decision on your application after you and your advisor have met with COSO and presented your proposal. COSO is a body comprised of Bloomsburg University student leaders representing Community Government Association, Kehr Union Operations & Student Involvement (KUOSI) as well as various current student clubs and organizations. Staff representatives include staff with advising responsibilities for student organizations from Kehr Student Union and Campus Life. Based on COSO’s decision, you will be notified of the status of your proposal via email within a week from your meeting.

2. If your application is approved by COSO, at least one of the executive board members must attend a pre-assigned date to conduct your final presentation at the CGA Senate to briefly share your new organization application with them to complete the recognition process. These are scheduled throughout the second half of the fall and spring semesters on Mondays at 4:30pm. CGA Senate will then render the final vote on whether to extend official recognition to the group or not. Notification will occur within 1 week via email of the final decision.

3. Groups that are denied at any stage of the process may appeal to “COCO – Council of Class Officers” or “Dean of Students” asking for reconsideration. They should begin by meeting with their Student Org Leadership Coach and professional staff from Kehr Union Operations & Student Involvement. Appeals are eligible for review up to 1 week after the denial decision has been communicated to the individual who proposed the new organization.

Step 7: Organizational Leadership Training & Administration

If your organization is approved by CGA Senate, then you must complete the following items:

1. All officers of recognized clubs and organizations need to select one of the training dates offered for the student organization exec board leadership training through the Kehr Union Operations & Student Involvement as listed in HuskySync under “Events.” This training MUST be completed by the end of the semester in which they are officially granted recognition status for their organization. Student leaders are encouraged to actually complete this training PRIOR to final org approval from CGA in order to best be prepared to serve in their roles.

2. Set up a follow-up meeting with your Student Org Leadership Coach or Student Involvement staff to:
   a. Update your HuskySync organizational portal
   b. Post your executive board roster in HuskySync
   c. Access EMS for facility reservation requests
   d. Establish a Husky Fund account in Community Activities for the transactions of funds
   e. Establish a mailbox at the Kehr Union Welcome Desk for communications
   f. Provide an active listing of their advisor(s) in HuskySync
   g. Post meetings, service projects and events in HuskySync that they are organizing
   h. Track attendance from their org meetings, service projects and events in HuskySync

Step 8: Have fun and make a positive impact on campus community life!

You’ve worked hard all semester long with the application process for the organization. Now, it’s time to live the dream!

1. Contact Quest to set up a teambuilding day for your group to work on various skills
2. Set up your first Interest Meeting and/or Event to focus on
3. Register for the upcoming Activities and Involvement Fair to market your group
4. Review the Campus Events Calendar to identify annual opportunities to sign up for
5. Celebrate your success by capturing your members involvement through pictures and videos