



Office of Student Life
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Guidelines for Creating a New Student Club or Organization

1. All clubs and organization at Reynolds must be created by students and are student run clubs/organizations.
2. The student interested in starting the club/organization must complete the New Student Club Proposal form which is located on the Student Life website and submit it to Student Life.
 - a. The student is required to submit the following information on this form:
 - i. Name of club/organization
 - ii. The goals and objectives of the club/organization
 - iii. Brief purpose of club/organization
 - iv. Name and contact information of at least one member
 - v. Signatures and student ID #s from a total of four students interested in starting the club/organization
 - vi. Name and contact information of faculty advisor
3. After completing this step, the Counselor of Student Life will schedule a meeting with the students and advisor to further discuss the club/organization.
4. After the meeting, the Counselor for Student Life will discuss the proposal with the Dean of Students. The proposal will be approved or denied.
5. Regardless of whether the proposal is denied or approved, the Counselor for Student Life will inform the student of the decision.
6. If the proposal is approved, the club/organization will be assigned to a Student Life staff member to serve as a liaison in the office. A representative from the club will then schedule a meeting with this staff member to review club policies and procedures.
7. The club can begin holding meetings and is now eligible to request funding.
8. Within ones semester of being recognized the club will need to complete a club constitution and submit it for review. The Counselor for Student Life will review the constitution to ensure that the document is complete. If there are any mistakes or missing information, the Counselor will return the document to the student to make the appropriate changes. The student will re-submit any necessary changes to the Counselor for Student Life.
9. Every effort should be made to locate an advisor before the club is recognized; however, the club does have up to one year to secure an advisor.
10. Failure to follow any of the standards mentioned above may result in the refusal of funding or even the removal of official club/organizational status within the Office of Student Life.

Application for Student Club/Interest Group

Name of Student Interest Group: _____

Brief Description of Purpose:

Goals and Objectives of Group (Please list 2 or 3):

1. _____
2. _____
3. _____

Names, EMPLID Numbers and Signatures of Four (4) Interested Students:

| | PRINT NAME | EMPLID | SIGNATURE |
|----|------------|--------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Please provide the name and information for a contact person in the group:

Name: _____ Signature: _____

Phone Number: _____ EMPLID: _____ Email: _____

Please provide the name and contact information of the faculty advisor for this group. If you have not already selected a faculty advisor, the Office of Student Life will assist you in finding a faculty advisor. Please note that a permanent faculty advisor:

Advisor Name: _____ Signature: _____

Phone Number: _____ EMPLID: _____ Email: _____

The following is to be completed by the Office of Student Life:

Date Submitted to Student Life: _____

Approved or Denied: _____

Signature of Counselor of Student Life: _____

Signature of Dean of Students: _____