

How to Manage a Prospective Club/Organization

Application Process

1. Make an appointment with Molly Salisbury, Assistant Director of the Student Leadership & Involvement Center (402.280.1715 or clubs@creighton.edu)
 - a. Applicants must have a Constitution draft prior to the meeting (sample draft can be found in the dropdown below)
2. Complete an application packet, including:
 - a. Application form
 - b. Finalized Constitution
 - c. Mission statement
 - d. Calendar of proposed events
3. Turn in the application packet by the deadline.
 - a. Fall deadline: Wednesday before undergraduate fall break
 - b. Spring deadline: Wednesday before undergraduate Spring Break
4. Attend the SORC interview during the two weeks after the undergraduate Fall Break/Spring Break.
5. Make necessary revisions to the application packet as suggested by the Director of Student Leadership & Involvement or his/her designee.
6. Wait for a letter indicating approval.

Can I host meetings or events?

*Your prospective club/organization **can** host up to three interest meetings.*

- The purpose of these meetings are to gauge interest in the group, work on the application materials, and plan for if the group becomes a registered student organization.
- You must notify the Student Leadership and Involvement Center if you would like to reserve space for these meetings. They will reserve the space on your behalf. Please contact clubs@creighton.edu or stop by the Skutt Student Center 120.
- In addition, any publicity (flyers, posters, banners, Creightonian ads, etc.) for any recruiting or other activities must be approved by the Student Leadership & Involvement Center. Please contact clubs@creighton.edu or stop by the Skutt Student Center 120.

*Your prospective club/organization **cannot** host events.*

- The privilege of hosting an event (which includes but is not limited to speakers, presenters, panelists, performers, service, etc) is reserved for registered student organization. Therefore, groups that are applying to become registered student organizations are not able to host events. If you are unsure if your plans are considered an event or not, please contact clubs@creighton.edu or stop by the Skutt Student Center 120 for additional assistance.

How long until our group becomes a registered student organization?

- Generally, groups are notified of their registered student organization status in the weeks following the conclusion of the academic semester. There are some factors that may delay this process causing the notification to be later. Should you have questions about your group's status, Please contact clubs@creighton.edu or stop by the Skutt Student Center 120.