

# University of Missouri – Kansas City

## Application for New Student Organization Recognition

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Please note this form must be typed and submitted electronically to SGA at [sga@umkc.edu](mailto:sga@umkc.edu) as well as the Office of Student Involvement at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu). Hard copies will not be accepted.

Organization Name: \_\_\_\_\_

Organization Type: (Please circle all that apply)

Academic      Athletic      Honorary      International      Political      Multicultural  
Professional      Religious      Recreational      Service      Social

Other \_\_\_\_\_

Is this organization affiliated with a regional/national organization? Yes      No      If yes, please specify \_\_\_\_\_

Primary contact:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional contacts: please list at least five contacts who will be involved in the development of this organization.

Name/Student ID #/ Email

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# Student Organization Leader Tips

## Checklist for forming a new student organization

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- ✓ Contact the Office of Student Involvement to ensure a similar organization does not already exist. You may do so by calling 235-1407 or stopping by the 3<sup>rd</sup> Floor of the Student Union.
- ✓ Complete the *Application for New Student Recognition*. This can be found on the Student Involvement website at: <http://www.umkc.edu/stulife/docs/ApplicationForStudentOrganizationRecognition.pdf>. This form must be typed and submitted in electronic format to the Student Government Association at [sga@umkc.edu](mailto:sga@umkc.edu) and to the Office of Student Involvement at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu). Hard copies will not be accepted.
- ✓ Draft a constitution for your organization. An example constitution can be found at: <http://web2.umkc.edu/sga/Documents.html>. Please note the required statements that must be included word for word.
- ✓ Submit two copies of the *Application for New Student Recognition* along with two copies of your constitution to the Office of Student Involvement. A copy will be given to the Student Government Association and the other filed in the Office of Student Involvement.
- ✓ At this time your organization achieves “provisional status”. This means you can reserve room space and set up informational tables to begin recruiting members for your organization and holding meetings. At this time it is recommended you begin holding elections for officers and committee chairpersons. This is also a good time to begin looking for an on campus faculty/staff Advisor. You are required to have at least one.
- ✓ The Student Government Association Executive Vice President will be in contact with you if any changes need to be made to your application/constitution prior to it being presented to the Senate for approval. If no changes are needed, it will be on the agenda for the next upcoming Student Government Association meeting.
- ✓ Once your organization has been approved by Student Government, you are now considered an active student organization with full rights and privileges. The Assistant Director of Student Involvement will send you an email notification that you are recognized as well as a variety of resources to get you started.

*If there are questions as you complete this process, please contact Shelby Coxon, Assistant Director for Student Involvement at [coxons@umkc.edu](mailto:coxons@umkc.edu)*

## *Privileges of a Recognized Student Organization*

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- The right to hold meetings and events in available university facilities
- The use of university services, where applicable
- The use of the university name or logo, pending approval from University Communications in connection with publicity, except where specifically prohibited
- The right to request funds from the Student Government Association or its funding agencies, such as the Student Activity Fee Committee (SAFC) or the academic unit student councils
- The right to obtain a UMKC domain for website use as well as an email address and listserv
- The use of a mailbox in the Office of Student Involvement (when available)

# *Student Organization Leader Tips*

Steps to ensure continued recognition of your student organization

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**To ensure your student organization is considered active you must:**

- Have your most current constitution on file with the Office of Student Involvement.
  - Note, in 2004 all student organizations were required to update their constitutions with 3 required statements. If your constitution has not been updated and submitted since that time your organization is in violation and is not recognized.
- Have at least one of your members attend the funding workshop each fall. Make up workshops are provided in the spring for those that need to regain status or were a newly recognized organization that previous semester. The workshop dates and locations are posted on our website at: <http://www.umkc.edu/stulife/student-organizations.asp>
- Submit an *Officer Listing Update form* every semester regardless if the information has changed. This form is due by the third week of classes every semester and can be found at: <http://www.umkc.edu/stulife/forms.asp>

*If there are questions regarding your organization's status, please contact Shelby Coxon, Assistant Director for Student Involvement at [coxons@umkc.edu](mailto:coxons@umkc.edu).*