Syracuse University

NEW STUDENT ORGANIZATION (NSO) INFORMATION PACKET

THIS PACKET EXPLAINS THE PROCESSES AND POLICIES FOR APPLYING TO BECOME A RECOGNIZED STUDENT ORGANIZATION THROUGH THE AREA OF STUDENT ENGAGEMENT. PLEASE READ THIS INFORMATIONAL PACKET THOROUGHLY BEFORE SUBMITTING AN APPLICATION.

Thank you for your interest in starting a new organization here at Syracuse University! This packet will guide you through creating a new student organization within the Student Engagement office.

New Student Organization (NSO) Registration:

The Student Engagement office currently houses over 250 recognized student organizations (RSOs). 'CuseActivities, Syracuse University's organization management and student networking portal, can be used to search and contact recognized organizations on campus to get involved. Syracuse University and SUNY-ESF students who do not find a current organization to fit their interests have the opportunity, and are encouraged, to create their own organization. There are many benefits associated with being recognized through the lens of the Student Engagement team including:

- Use of campus facilities and resources
- Use of meeting rooms in Schine Student Center, expenses waived
- Marketing and promotion on campus
- Eligibility to be considered for awards
- Ability to fundraise on campus
- Use of 'CuseActivities, access to beneficial trainings and leadership workshops, use of "Syracuse University" in the club's name (*as the location, indicated at the end of the organization name*)
- Advising by an RSO Consultant in Student Engagement for program planning and implementation assistance

The following information will guide students through the NSO application process and the required steps to become an RSO.

Application Process:

The Student Engagement office has two registration periods, also referred to as *waves*, when prospective organizations can submit their application materials for consideration. Due dates for all applications are determined annually by the Student Engagement office and will be posted on the website and in the Cuse Activities application. After the due date, the Student Engagement office will review all applications.

To determine eligibility for the application process, all prospective student organizations **MUST** submit an NSO Application via 'CuseActivities. The application packet must include the following items:

1. Officer Registration Form
2. Organization Questions
3. University Advisor Contract

It is recommended to submit your application early as a Student Engagement staff member can ensure your application is complete before the final deadline. If your application is found to be incomplete once the deadline passes, you will not move forward with the process and will have to reapply during the next registration wave or, in some cases, the next academic year.

All NSOs seeking recognition will be required to find a faculty/staff advisor. An advisor can be any full-time member of the faculty or staff at Syracuse University/SUNY-ESF. Advisors can be as involved with your organization as you want them to be. Be sure to have a conversation with your potential advisor first to discuss guidelines and expectations to ensure your organization will continue to be stable and successful. These guidelines will be included in the University Advisor Contract.

All application materials must be submitted via 'CuseActivities submission form by the indicated deadline for that application cycle. Any materials submitted outside of the 'CuseActivities form or after the deadline closes will not be accepted.

Information on all these materials can be found on 'CuseActivities or on the Student Engagement website under the "Create a New Student Organization" link.

The Application Review Process:

During the application review process, the following criteria will be considered for approval of the proposed organization by the New Student Organization Review Board.

- The following registration materials are to be completed and submitted by the due date. If you do not submit a complete application, you will not be considered, no exceptions will be made.
    - Officer Registration Form with a complete member list consisting of:
        - A minimum of (8) currently enrolled Syracuse University and/or SUNY-ESF students, which must include a minimum of four (4) officers that are full-time, on-campus, matriculated, undergraduate students at SU or ESF. Students studying abroad are not permitted to serve in executive board positions.
        - A majority, or 51%, of the organization membership must be undergraduate, Syracuse University/SUNY-ESF students. For instance, if the roster totals 8 members, then a minimum of 5 members must be undergraduate Syracuse University/SUNY-ESF students.
        - Executive positions that fall within the positions listed below can only be held by current undergraduate students within Syracuse University/SUNY-ESF:
            - President
            - Vice President
            - Fiscal agent
            - Secretary or Equivalent
    - Organization Questionnaire
    - University Advisor Contract
        - Includes advisor responsibilities and is signed by the advisor and organization's president
- The recruitment and membership of the organization is open to all Syracuse University and SUNY-ESF undergraduate students. **Graduate students are optional**.
- The organization has a purpose that:
    - Aligns with the mission and values of Syracuse University
    - Is long-term
    - Is not already adequately addressed by an existing organization
    - Requires the continual recruitment of new members
    - Is not-for-profit
    - Does not promote illegal activity
    - Does not go against the Code of Student Conduct
- The purpose of the organization is NOT to support or promote a specific item (i.e. political candidate, book, game, etc.).
- The organization promotes student engagement and leadership (including providing the student body with opportunities to interact with each other, or those they typically do not interact with).
- The student organization philosophy supports the educational mission, student engagement, and leadership of Syracuse University/SUNY-ESF.

- The name of the organization is in trademark and copyright compliance.
  - The prospective organization's name must not include "Syracuse University", or any other identifying phrases connected to the University at the beginning of its name (i.e. Syracuse University Math Club, Orange Math Club, both are NOT acceptable names. Math Club at Syracuse University *is* acceptable).
- Accepted applications are expected to participate in a mandatory pitch meeting upon their application's approval. During this session, they will engage with members of the NSO Review board, providing comprehensive responses to any relevant inquiries. Further details regarding pitch meetings can be found on the final page of this packet.

*Following all pitch meetings, the Senior Leadership team within the Student Engagement office will review accepted applications for program admission. The Student Engagement office reserves the right to deny organization recognition at their discretion.

*Please note that recognition is a privilege, and the Student Engagement office reserves the right to revoke an organization's recognition status at any time. Recognition does NOT imply University endorsement, sponsorship, or approval of an organization's activities or events.

Process for Denied Organizations:

If an organization is denied participation in the registration process due to failure to meet any or all criteria, the prospective organization may reapply in the next application cycle unless otherwise determined by the Student Engagement office.

Note: Any organization denied NSO status during Wave 1 may reapply/resubmit their application during Wave 2 in the fall semester, at the discretion of the NSO Review Board. Any organization denied NSO status during Wave 2 must wait a whole academic year before they can apply again. For example, if an organization applies in Fall 2024 and is denied, or fails the NSO registration process, they must wait until Fall 2025 to reapply for recognition.

New Student Organization (NSO) Registration Process

Once approved, NSOs must complete the following registration steps by the last day of classes. These steps will be outlined in a mandatory NSO orientation workshop. Available dates for the orientation workshop will be provided after the application submission deadline closes.

- NSO Executive Boards must attend an NSO orientation workshop presented by the Student Engagement office.
- NSOs must create a complete profile on 'CuseActivities. This includes an electronic signature from the organization's University advisor.
- NSOs must attend and complete a Constitution Writing workshop hosted by the Student Engagement office.
- NSOs must meet with an NSO team representative, also known as an NSO Consultant. NSOs must meet with their NSO Consultant at least three times, twice in the Fall semester and once in the Spring semester.
- NSO executive board members must schedule a meeting with their RSO Consultant in the Student Engagement office in the semester following their approval.

Failure to Meet Requirements of Registration Process

If a prospective organization has been approved to proceed through the New Student Organization registration process, they must complete the process during the semester of approval. If the organization does not fully complete the process, they will not gain official RSO status through the Student Engagement office and will be barred from re-applying as an NSO until the next academic year. **Moreover, this will result in the need to re-apply after one full year**.

Ex. The Citronauts were approved after applying to be a new student organization in Fall 2022. They did not complete all of the registration requirements to be recognized by the end of the Fall 2022 semester. As such, they will have to wait until Fall 2023 to reapply. They will be required to submit a new application.

Organization Communities

Student Engagement outlines communities for all student organizations. Students applying for registration should choose to be part of <u>one</u> of the following communities based on their mission and goals. The Student Engagement office reserves the right to reclassify organizations at their discretion.

- Publications/Media
- Club Sports & Interest/ESports
- Cultural/Ethnic
- Religious/Spiritual
- Honors/Academic/Professional
- Performing Arts & Creative Arts
- Public Service/Outreach
- Social/Special interest
- Fraternity & Sorority Life

If you wish to be recognized as a *Sports/Recreation Organization*:
Speak with Angie Petrie, apetrie@syr.edu, Assistant Director for Sports Programs and/or Jasmine Holmes, jholme04@syr.edu, Associate Director for Sports Programs, Barnes Center at the Arch, 315.443.8000, before applying through the Student Engagement office.

If you wish to be recognized as a specific *Religious/Spiritual Organization*:
**All organizations with a religious or spiritual affiliation will be presented to Hendricks Chapel for review before their application approval.
Speak with Hendrick's Chapel at 315.443.2901 before applying through the Student Engagement office.

If you wish to start a new *Fraternity or Sorority*:
Speak with Fraternity and Sorority Affairs, 1st Floor, Women's Building, at greeklife@syr.edu or 315.443.1870.

Below, please see the standard rubric utilized during all mandatory NSO pitch meetings.

Category	0-1: Weak	2-3: Average	4-5: Strong
Purpose/Mission/Topic			
Uniqueness of Mission	• Identical or very similar to an existing organization at SU. • Highly likely to sponsor redundant activities or encroach on existing activities. • Does not align with the mission and values of Syracuse University.	• Similar to existing organizations but approaches the topic from a different angle. • Moderately likely to sponsor redundant activities or encroach on existing activities. • Mission/purpose could be achieved through an existing organization. • Aligns with the mission and values of Syracuse University.	• Wholly separate and different from all existing active organizations. • Likely to sponsor unique activities that do not overlap or encroach on existing activities. • Enhances the mission and values of Syracuse University.
Sustainability	• Likely to be not relevant or obsolete in 1-2 years. • Will not benefit significantly from student organization recognition as a group.	• Moderately likely to maintain relevancy in future years. • Topic may be so specific or uncommon to be unlikely to interest a wide variety of present or future students. • Unlikely to grow or continue after graduation/ departure of founders.	• Highly likely to maintain long-term relevancy. • Likely to grow after graduation/departure of founders.
Added Value	• Does not fulfill a need on campus. • Will have no impact or a negative impact on the campus or local community.	• Meets a need on campus. • Will have a moderate positive impact on the campus community. • Mission may be able to be accomplished without being a student organization.	• Meets a significant need on campus. • Will have a strong positive impact on the campus or local community.
Organization Planning			
Organization Structure	• Unorganized or inefficient. • Likely to impede organizational activities.	• Generally suited to the needs of the organizational mission. • May have some inefficiencies or other areas for improvement	• Aptly suited to the needs of the organizational mission. • Will position the organization well to achieve its purpose.
Action Plan	• No goals articulated. • Plan to achieve goals is missing or unrealistic. • Probable challenges have not been considered.	• Vague goals or plan. • Plan is grounded in realistic ideas with some elements that are impractical or challenging. • Some challenges have been considered but major challenges may not be addressed.	• Clearly defined and appropriate long-term and short-term goals. • Plan for achieving goals is reasonable and likely to succeed. • Probable challenges are anticipated and addressed appropriately.
Overall	Unlikely to flourish at SU.	Moderately likely to flourish at SU.	Highly likely to flourish at SU.

New Student Organization Rubric

Organization Name: _____

    Uniqueness: _____

    Sustainability: _____

    Added Value: _____

    Structure: _____

    Action Plan: _____

    Overall: _____

Total: _____

Final Recommendation:

_____ Do Not Recommend

_____ Recommend

_____ Strongly Recommend

Notes: