



Student Life & Campus Community

UNIVERSITY OF COLORADO **DENVER**

New Student Organization Planning Guide

Introduction

Looking to start a new student organization on-campus? Students have the option to always bring an opportunity for engagement to CU Denver. This guide will help you to begin the planning process.

So Where Do We Begin?

Do you have a general interest in connecting with other students that share that same interest? Are you wanting to connect with students in your academic program? Before we do anything, let's make sure we don't already have a group of this type. Start by checking [MyLynx](#) to see if this organization already exists or if there is an organization that closely aligns with your same goals and interests.

If the organization does not exist, it's time to fill out a registration / recognition form in MyLynx. The student organization staff team in Student Life will review your form and contact you for more information. We suggest you start by writing out the following sections first, before filling out the required [form](#):

Basic Information – Organizations are required to have a type and at least one (1) category. View the information on the different recognition types through our [Recognition & Requirements guide](#) before deciding what type works best for you. Categories will help with defining what areas students can expect to find if they join your organization. We recommend not listing more than three (3) categories.

Financial Status – Financial status applies to [Policy 7029](#) and helps us to define how your organization will function with the university regarding finances. If you are connected to a national, state or local organization, your financial status will most likely be **associated**. If you are an organization that was founded specifically at CU Denver, your financial status will most likely be **affiliated**.

Organization Name – Write the name of the organization and make sure to follow the guidelines outlined in [Policy 7029](#).

About – This section will be the first thing potential members will see, besides the name of the organization. Make sure to make it clear and concise in what your organization is about. Answer the who, what, when where and why.

Meeting Information – Make sure to figure out where your organization is going to meet before registering. You can schedule a classroom or conference room to meet in for the semester through the University of Colorado Denver’s [EMS room booking system](#). Make sure to select a space that makes sense for what your organization is going to be about. Some things to think about:

- If you are creating a student organization related to a major or career area, should you meet where classes or the department are located?
- Do you need a different space so that you can move chairs and desks around?
- Will you pick a specific time that works for all your current members, or will you establish a time (Monday’s at 4pm) and stick with it?

Officer Selection & Annual Events - What will your officer selection process look like? Student Life & Campus Community needs to know this to better assist organizations with their election/selection process. We also want to know what types of events you anticipate implementing. You probably haven’t thought through this process yet, but we LOVE to hear your ideas.

Primary Student Contact – Please list your contact down, especially if you are the President of the organization.

Cover Image – Make sure your cover image meets the required dimensions listed on the form if you are designing a logo as a group. If not, feel free to utilize the search function to find a photo that works for your organization. Student Life can also assist you in designing the cover image or coming up with a logo.

Additional Contacts – These questions refer to [Policy 7029](#) and help us to know if you are working with a department on-campus.

Constitution (if applicable) - If you are registering as a Registered Student Organization (RSO) or a Department-Sponsored Student Organization (DSSO), then you are required to have a constitution. Please utilize our [constitution guide](#) to help fill in the parts that are needed to successfully function as an organization. You will also need to copy and paste the required non-discrimination clause next to the upload constitution section. If you get stuck, schedule a consultation appointment with a student organization team member and we will do our best to help you get un-stuck.

Advisor - All student organizations are required to have a faculty/staff advisor. This must be someone who works at the University of Colorado Denver full time. New student organizations must complete this step before registering the organization. Do you have a favorite professor? Or a department you might work in as a student? Consider having a conversation with potential advisors who have the same interests as your organization.

Roster – All student organizations need to have a minimum of seven (7) members, including the officers. Make sure to only add CU Denver email addresses since non-campus email addresses do not work in MyLynx.

Required Officers' Phone Numbers - We require to have all contact information for the mandatory officers. Student Life & Campus Community wants to create a relationship with our student leaders on-campus and best support your efforts.

Social Media – If your organization plans on having a social media presence, please list the handles in this section. We love to promote your work and events! Please don't go live with your accounts though until your organization has been approved.

Once you have finalized these items, you can submit the organization registration form through MyLynx. Student Life & Campus Community will reach out once they receive the form submission to discuss next steps.

Requirements Once Registered

Once your new student organization is registered, there are several requirements to complete to stay in compliance with Student Life & Campus Community.

- [Schedule a New Student Organization Intake Meeting](#)
- Complete the Online Organization Officer Training Module (Canvas). You will receive information via email on how to access this training once your group is approved.

Tips for Getting Started

- **Assemble your team before completing the registration process.** Find the students who will make up your membership, your officers, and especially your advisor. These individuals will help to begin the building stage of starting a new organization.
- **Create an action list and a dream list.**
 - It's time to dream big! Brainstorm some long-term goals, or big events/programs, you want to eventually implement with your current membership. You can always come back to this list when you are ready as a team to plan.
 - Make sure that your organization is aware of the regular items that need to be completed (training, leadership coaching, etc.), not only for the organization but also for the department(s) you are working with if a sponsored organization. This is your regular to-do list.
- **Identify your strengths and weaknesses as an executive team.** Strong leaders know what they know and are brave enough to know what they don't know. Utilize the strengths of your team to get the building phase completed. Rely on the Student Life & Campus Community department to develop those weaknesses into strengths.
- **Utilize the many resources available to you!** Student Life & Campus Community offers many leadership development programs and events for your executive team.
 - We have a staff member dedicated to providing "leadership coaching" meaning they will meet with individual officers to talk about your skills, growth areas, and goals. Contact toni.aho@ucdenver.edu to set up an appointment.
 - We also offer tabling opportunities for you to begin to market your organization to students across campus. Reach out to studentorgs@ucdenver.edu if you have any questions.