HOW TO CREATE A

STUDENT ORGANIZATION

AT CU DENVER

STEP 1

Meet with the Office of Student Life and Campus Community

Although optional, this can help you understand what it means to be an organization at CU Denver and provide you with best practices for success! Email us at **studentorgs@ucdenver.edu** to set up a meeting up.

STEP 2

Sample constitutions are available through our office or online at **ucdenver.edu/studentorgs** under "Starting a Student Org."

Create a Constitution

STEP 3

Find a total of three officers and one faculty/staff advisor

All organizations are required to have a total of 3 CU Denver student officers and a CU Denver faculty/staff advisor. If you need help finding an advisor, send student orgs an email and we will help pair you with one!

STEP 4

MyLynx is our student engagement platform at CU Denver. To register or renew an existing organization, log into **ucdenver.edu/mylynx**, click 'Create Organization', and follow the steps to submit your organization registration form.

Register your organization via MyLynx

STEP 5

Keep an eye out for a recognition letter sent to you from 'Presence'

Once your advisor approves and no issues are found in your submission, the person who submitted the registration will receive the official Recognition Letter. Forward to other officers so everyone is aware.

RECOGNITION

Once recognized, you may reserve rooms, access resources, and join our growing community!

Student Life & Campus Community

UNIVERSITY OF COLORADO DENVER