



# HOW TO START A NEW CLUB

## THIEL COLLEGE | OFFICE OF THE SGA

- Step One:** Acquire interest: Chances are there are many other students on campus interested in the same things as you. Hold an interest meeting open to all students to find out.
- Step Two:** Find other members SGA requires that all new organizations have at least 10 members. Once you find at least 10 other interested students, create a membership list.
- Step Three:** Organize the group: Spend time with other members to decide on what you want this group to be like. Develop a mission statement, constitution, and roles within the group. SGA requires that you submit a constitution prior to joining., and include names and descriptions of officers. An example constitution can be found on our website.
- Step Four:** Find an Advisor: Find a Thiel College faculty or staff member to serve as your Organization Advisor.. Be sure to find someone that has time to work with you as a group, and have that person complete the Advisor Agreement Form. The form can be found on our website.
- Step Five:** Declare interest in recognition: Contact the SGA to indicate your interest. The team has an office in the Student Life Office, or you can reach them at [sga@thiel.edu](mailto:sga@thiel.edu) to set up a meeting.
- Step Six:** Present to the General Assembly: The final step in the process involves presenting your organization to the SGA General Assembly for a vote. This step involves two meetings. The first meeting is to describe the group. The second meeting is for the SGA to vote on approval.