Welcome to the Office of Student Involvement! The following is an outline intended to provide you with resources and information on how to effectively become a recognized student organization at Villanova University.

- Complete the petition found below to start a recognized organization.
  - Student organizations must be initiated, organized and run by current matriculated Villanova students.
  - Obtain 12 names, email addresses, and signatures of active members.
  - Only faculty, staff, and registered students shall be eligible for active membership status in student organizations. Only full-time students shall be eligible to serve as appointed or elected officers in registered student organizations.

  *Note: In order to serve as an officer of an organization, students must be fully enrolled in classes on campus. They cannot serve if they are participating in an internship or abroad, for example.*

- Create a one page proposal highlighting the mission, purposes, goals, and objectives of your student organization. Please attach this to your petition.
  - Become familiar with Villanova University mission statement and Student Involvement’s mission statement, so that the purpose of your organization will be congruent.

- Schedule a meeting with the Director for the Office of Student Involvement, JJ Brown, to discuss approval for the petition. Your advisor is welcome to attend this meeting. Please email: studentinvolvement@villanova.edu to set up a meeting time.

- After your meeting with the Office of Student Involvement, complete the organization’s Constitution and By-laws according to the template provided.

- Send a copy of your completed Constitution and Bylaws to studentinvolvement@villanova.edu.

- Read the Student Organization Manual available online at villanova.edu/studentorgs and copies in 102 Dougherty Hall.

- Schedule a time to take the online new student organization quiz in the Office of Student Involvement - 102 Dougherty Hall. During this meeting, there will also be time to clarify any additional questions.

- Once you’ve passed – Congratulations! Now register your organization on villanova.edu/studentorgs.

- There will be 30-day New Organization Registration period of provisional approval. After this period, there will be a letter sent to the student leader of the organization granting them full student organization access.
New Student Organization Petition

We, the undersigned students, hereby petition the Office of Student Involvement of Villanova University to recognize:

_____________________________________________________________________

Organization Name

Membership in this organization shall be open to all students regardless of race, creed, religion, national origin, sexual orientation, or age who are in good disciplinary and academic standing as certified by the Vice President for Student Life and the Office of Academic Affairs.

Activities of this organization shall be in accordance with the mission of Villanova University, the policies and procedures of the university, and the policies and procedures of the Office of Student Involvement. Please return this petition to the Office of the Provost where it will be reviewed by a professional staff member with your one page proposal outlining purpose, goals, and objectives.

Membership List

Proposed organizations should have at least twelve interested members before considering being recognized by the Office of Student Involvement. Please collect the name, signatures, and email addresses of twelve interested members below. This is to determine interest.

1.________________________________  7.________________________________
2.________________________________  8.________________________________
3.________________________________  9.________________________________
4.________________________________  10._______________________________
5.________________________________  11._______________________________
6.________________________________  12._______________________________

Student Contact’s Name  Student Contact’s Cell & Email  Date

Advisor’s Name  Advisor’s Signature  Date

For Honors Society Only:

Office of the Provost Signature  Date

( ) Approved ( ) Rejected  Date

Student Involvement Staff
Reason for rejection of petition: