New club and organization recognition checklist

- Obtain the new Club recognition Packet in the Office of Campus Life or online.
- Develop a Constitution (see Guide for developing a Constitution)
- Obtain a Faculty/Staff advisor(s) who will be active with your club
- Recruit a minimum of eight members and appoint/elect club officers
- Turn in the following at the Office of Campus Life:
  - A constitution
  - A list with the names of officers, perspective members, and advisor(s)
  - A list of prospective events your club may hold during the academic year
- Meet with the Clubs/Orgs Committee for revision
- Schedule a date to present a 5 min PowerPoint presentation about club to senate
- Officers or executive board must wear \textit{business attires} on day of presentation. Advisor must be present as well.
- Once approved by the senate Clubs and Orgs Chair will help you set up a mailbox in the Office of Campus Life.
- Fill out an allocation of funds form to present to Finance Board through Mike Zilly, who is the Finance Board Chair (zilly@rider.edu)