



Student Club/Organization Application for Official Recognition

Robert Morris University Student Clubs/Organizations provide students with opportunities to create communities, establish relationships, develop skills, and obtain valuable experience to enhance their personal and professional lives.

New Student Club/Organization Check List

- Determine the name and purpose of your proposed club/org.
- Recruit an Advisor from RMU's Faculty, Staff, or Administration to help support you and your club/org.
- Recruit other currently enrolled RMU students to join.
- Complete the Club/Organization Constitution template.
- Need help with any of the steps? Contact anyone from the Student Club/Organization Team:
 - Molly Zahorik, Psychology Professor (mzahorik@robertmorris.edu)
 - Sandy Grice, Title III Student Services Coordinator (sgrice@robertmorris.edu)
 - Paul Gaszak, Dean of Academic Engagement (pgaszak@robertmorris.edu)
- Submit your completed application and constitution to Paul Gaszak, Dean of Academic Engagement, at pgaszak@robertmorris.edu.

PROPOSED STUDENT CLUB/ORGANIZATION INFORMATION

Date of Application: Insert Date

Restarting an Inactive Student Club/Organization? Yes No

Proposed Name of Organization: Insert Name

Proposed Email for Organization: Insert Email

Proposed Organization Mission Statement: Copy/Paste from Your Completed Constitution

ORGANIZATION TYPE

Identify the categories that best fit your proposed club/organization. (MAX OF TWO)

- Academic and Departmental:** Sponsored by the RMU's academic or non-academic departments.
- Athletic and Recreational:** Emphasize sports, games, or recreational activities.
- Cultural:** Focus on some element of a culture or cultural group.
- Performing Arts:** Involved in artistic performance, such as music, dance, and acting.
- Service:** Engage in or promote community service or philanthropy.
- Social Interest:** Provide a community for a specific interest/topic.
- Student Chapter of a Regional/National Professional Organization:** Affiliated with an external organization.
- Student Media:** Involved in media, such as publishing and broadcasting.

PROPOSED CLUB/ORG PRESIDENT'S NAME: Insert name

RMU ID#: Insert ID

RMU EMAIL: Insert Email

PHONE: Insert Phone

PROPOSED CLUB/ORG VICE PRESIDENT'S NAME: Insert name

RMU ID#: Insert ID

RMU EMAIL: Insert Email

PHONE: Insert Phone

ADVISOR'S NAME: Insert name

RMU TITLE: Insert Title

RMU PHONE: Insert Phone

RMU EMAIL: Insert Email

CONFIRMATION & SUBMISSION

If you need any assistance with the process of starting a new student club/organization, please contact anyone on the Student Club/Organization Team:

- Molly Zahorik, Psychology Professor (mzahorik@robertmorris.edu)
- Sandy Grice, Title III Student Services Coordinator (sgrice@robertmorris.edu)
- Paul Gaszak, Dean of Academic Engagement (pgaszak@robertmorris.edu)

Upon submission of your completed application and constitution, please allow up to 30 days after confirmation of receipt for notification of status. The application will either be **Approved**, **Denied**, or **Pending**:

- **Approved:** The club/organization will be officially recognized as an active student club/organization after the Advisor and Officers attend a required training session with the Dean of Academic Engagement or appointees.
- **Denied:** The club/organization will not be formed or recognized, and the Advisor and Officers will be given an explanation for the denial. If denied, any submissions or resubmissions of similar concepts, particularly by the same Officers, will not be considered. The Officers would still be eligible to submit applications for different club/organization concepts.
- **Pending:** The club/organization may still be officially approved pending completion of additional details, requests, or discussions with the Dean of Academic Engagement.

By checking this box, I **PRESIDENT'S NAME**, am confirming that:

- The entire application has been reviewed carefully to ensure that all of the necessary fields have been filled in by the appropriate persons.
- All of the information included in the application and constitution is truthful and accurate, and no person – Advisor or student – has been included in this application without their explicit consent.
- A complete constitution following the template and guidelines will be submitted with this application.
- I have read and agree to all of the policies and procedures for clubs/organizations that are listed in the Club/Org Constitution template.

The completed application and constitution must be emailed to:

Paul Gaszak, Dean of Academic Engagement
pgaszak@robertmorris.edu
312-935-6214
Suite 300, Chicago Campus

Dean of Academic Engagement Use Only

Club/Org Status: Approved Denied Pending: Insert Reason

Date: Insert Date of Decision

Reason for Denial: Insert Reason

Training Date & Time: Insert Date

Training Room: Insert Room

Trainer(s): Insert Names

Organization Email: Insert Email