

Questions in New Org Proposal Application

- Group name (University policy restricts any group to include "NU," "Northwestern," "Wildcats," or other university-affiliated language in the group's title)
- Student contact information
- Confirmation that you are a current undergraduate student
- Confirmation that you are not graduating in winter 2025, spring 2025, or summer 2025
- Advisor information (must be current employee of Northwestern: paid staff, paid faculty, or paid graduate assistant)
- Confirmation that your proposed advisor plans to be available for the remainder of the academic year
- Are you wanting to found this organization to fulfill a university requirement?
- Is your proposed organization part of a broader regional/national/international organization?
 - If yes, please provide the national organization's name, website, and the contact information for your liaison with the national organization.
- To the best of your knowledge, has this organization existed at Northwestern before? If so, what approximate date was it last active?
- What is your organization's purpose and intended goals?
- How does your proposed organization's goals/purpose align with the university's mission?
- What need will your organization serve that is not already served on campus? Which current active organizations most closely offer what you propose with the organization and where are there distinctions?
- What are your organization's proposed activities/events in the first year to offer value to the Northwestern community?
- What resources will your organization require in its first year, including proposed space, facilities, equipment, supplies, and staff? Be sure to consider event and regular meeting needs. Note: Space and resources on campus are limited, so consider how your proposed organization will function within these limitations.
- What financial resources will you need in your first year and how do you plan to obtain those resources? Note: Campus Life does not allocate direct funding for organizations, however there are a select number of grants available for organizations to apply. Please be as specific as you can regarding plans to fundraise or procure what your organization needs.
- Is the student organization tied to your participation prior to Northwestern?
- Organization Charter Members (at least 5): Please upload an excel spreadsheet with the (1) Name, (2) Email, (3) Phone Number, (4) Class Year, and (5) Position Title (if applicable) for each member.
- Is your proposed organization open to any student who wishes to join?
 - Please note: only organizations who guarantee that they will be barrier-free will be considered for approval.
- What restrictions do you foresee for membership to your proposed organization?
 - Consider the following questions as you formulate your response: Will there be costs associated with participation? Is prior experience required? Is membership limited to a certain number of people?
- What is your intended membership recruitment process?
- Have you already identified leadership roles and/or individuals to occupy those roles? To what extent will those you recruit be able to identify their own roles and/or leadership needs of the organization?
- Is there anything else the committee should know about your proposed student organization?