

INSTRUCTIONS

Thank you for your interest in starting a new student organization at Northwestern University. Before completing this application, you should take time to review 'Cats on Campus to ensure your proposed student group meets a need in the Northwestern community and does not duplicate an existing organization. Information about submission expectations and deadlines can be found on the [SOA website](#).

Important Notes:

- ASG and SOA will only consider proposals submitted by an enrolled undergraduate student who is expected to graduate in 2028 or 2029. Both the president and treasurer must be Class of 2028 or 2029.
- The student submitting this proposal must be committed to serving as the **president or treasurer** of the organization for the remainder of the 2026-27 academic year if approved.
- The president and treasurer of the organization may not be studying abroad or pursuing another permanent, off-campus commitment (like being out of town for the Journalism Residency program) during their leadership term in the 2026-27 academic year.
- If the application is approved, the president and treasurer will be the two managers of the group's [SOFO account](#).
- Graduate students may not, in any capacity, serve in a leadership role of your proposed organization. Your proposed organization must be for undergraduate students only.
- Your proposed organization must fit SOA's barrier-free definition for consideration. Please see the ["Barrier-Free Involvement" tab on SOA's website](#) for more information.
- Proposals with fundraising as a #1 priority will not be approved.

Advisor Requirement

As of April 1, 2019, all student organization proposals must include a prospective advisor's contact information in order to have the proposal reviewed by the ASG/SOA committee. Any faculty/staff employee at Northwestern University may serve in this advisory capacity. Additionally, any graduate student who is also an employee of the university may serve for any undergraduate student organization. **YOU MUST ASK FOR YOUR PROSPECTIVE ADVISOR'S PERMISSION BEFORE WRITING THEIR NAME ON THIS APPLICATION.**

Northwestern Sports Clubs

Please check the SOA website for additional procedures regarding seeking to charter a new Northwestern Sports Club.

Application deadline: **Thursday, October 15 at 4pm CT (week 4)**

Applications submitted after the deadline, applications that are incomplete, and/or applications that do not properly follow instructions will not be considered.

GENERAL INFORMATION

Group name (University policy restricts any group to include "NU," "Northwestern," "Wildcats," or other university-affiliated language in the group's title)

Submitter's First & Last Name

Submitter's Northwestern Email

Submitter's Expected Graduation Quarter & Year (for example, Spring 2028)

SOA will only process proposals submitted by currently enrolled undergraduate students. I confirm that I am currently an enrolled Northwestern undergraduate student in a degree-seeking program and will maintain this status for the 2026-27 academic year. Please type your full name to confirm.

I, as the submitter of this proposal, can confirm that I will be the president or treasurer (or equivalent role, like co-chair) of the organization for the 2026-27 academic year if the proposal is approved. Please type your full name to confirm.

I confirm that the president AND treasurer are undergraduate students and have an expected graduation year of 2028 or 2029. Please type your full name to confirm.

I confirm that the president AND treasurer will NOT be studying abroad or pursuing another permanent, off-campus commitment (for example: the Journalism Residency, Chicago Field Studies program) during their leadership term in the 2026-27 academic year if the proposal is approved. Please type your full name to confirm.

Advisor's Name (must be a staff member, faculty member, or graduate student employee at NU)

Advisor's Role & Department at NU

Advisor's Northwestern Email

Please upload confirmation of your correspondence with your proposed advisor where they agree to being your group's advisor if your proposal is approved.

I can confirm that the advisor listed above plans to be available for the remainder of the 2026-27 academic year (not currently on sabbatical or another extended leave for the year). Please type your full name to confirm.

Are you wanting to found this organization to fulfill a University requirement (like a requirement for a class or certificate program)?

- Yes
 - If yes, please elaborate here.
- No

To the best of your knowledge, has anyone ever applied to establish this organization in the past?

- Yes
 - Please offer any information you know about when the application was submitted, how many times the application has been submitted, and by whom.
- No

PROPOSED ORGANIZATION DETAILS

What is your organization's purpose and intended goals?

How does your proposed organization's goals/purpose align with the University's mission?

<https://www.northwestern.edu/about/mission-vision-priorities/>

Northwestern currently has over 420 active registered student organizations. While there may be a need for new organizations to meet the changing landscape of the undergraduate experience, the approval of a new organization is a high bar.

How do you believe the presence of this organization would enrich the undergraduate experience for your peers?

Which current active organizations most closely offer what you propose with the organization and where are there specific distinctions? Please research this using the 'Cats on Campus platform before responding to this question.

Please demonstrate how the purpose of your organization is multi-faceted, unique (not a splinter of an established group that could be better served in an existing RSO), and summarize any communication you have had with officers of similar groups as evidence the subject of this proposal is sustainable on its own.

Aside from recruiting and growing membership, 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 physical space needs, facilities access, finances, 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. If your proposed organization already has a commitment from a campus department for the resources you're seeking, please provide those details here.

MEMBERSHIP DETAILS

Your proposed organization must fit SOA's barrier-free definition for consideration. Please see the ["Barrier-Free Involvement" tab on SOA's website](#) for more information.

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. The president and treasurer must be reflected on the spreadsheet. The spreadsheet must have at least 5 people listed. Please designate leadership roles for at least 2 members included in your roster (folx who will be part of your executive board). **PLEASE UPLOAD THIS DOCUMENT AS A PDF.**

I confirm that all individuals listed in the document above are enrolled undergraduate students at Northwestern. Please note: this information will be verified. Please type your full name to confirm.

Does your organization plan to host a formal recruitment process for new general members to join? Examples include in-person audition, online audition, tryout, interview, and online application.

- If yes, please provide an explanation of your intended recruitment process here, including whether or not your organization would make cuts at any point in the recruitment process.

If someone applies to have a specific role or be part of a specific committee within your proposed org, but isn't selected, are they able to freely join another part/aspect of the organization, whether as a general body member or a member of another committee?

- If no, please explain why.

Would membership of this proposed organization be limited to a certain number of people?

- If yes, please explain why.

Does this proposed organization require any specific experience, skill, or background to be considered for membership? For example: participation in the activity during high school, experience in a specific industry, or performance in a specific sport?

- If yes, please describe the specific experience, skill, or background that is required for membership consideration and why this is necessary for your organization.

Would students in this proposed organization need to take on any out-of-pocket costs for their membership in the organization? Examples include membership dues, personal equipment purchases, required event costs, etc.

- If yes, what costs are associated with and/or required for participation?

Do you expect your proposed organization to be open and allow membership without barriers to any undergraduate student who wishes to join at any time? Please note: only organizations who guarantee that they will be barrier-free, according to the definition listed above, will be considered for approval.

- If no, please explain why.

WRAPPING UP

Is there anything else the committee should know about your proposed student organization?