

Instructions & Contact

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. Please note that proposals with fundraising as a #1 priority will not be approved.

ASG and SOA will only consider proposals submitted by an enrolled undergraduate student who is expected to graduate in 2027 or 2028.

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: Contingent upon quarter - check website for specific timeline

Membership Details

Please note: only organizations who guarantee that they will be barrier-free will be considered for approval. Barrier-free groups are groups who will allow any student to join at any time of the academic year without any barrier to involvement (costs, interviews with cuts, auditions with cuts, etc.).

SOA often receives questions about why some existing groups are allowed to have cuts in their recruitment process, but proposed groups may not. Before the pandemic hit, SOA launched a barrier-free initiative to make involvement more accessible and inclusive to students, and with that came the decision to only approve proposed orgs (from that day forward) if they were barrier-free. Orgs who currently have barriers were "grandfathered in" with the rest of the org population, meaning they did not need to change their recruitment or financial process from what they originally had, even though it was strongly encouraged.

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.

Please designate leadership roles for at least three members included in your roster (folx who will be part of your executive board). Northwestern requires at least two enrolled students to serve as financial co-chairs, and a separate individual to hold a non-financial leadership role.

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 currently enrolled undergraduate student with an expected graduation with Class of 2027 or Class of 2028
- 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?
 - If yes, please provide details here.
- 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 is the approximate date of when it was last active? Please provide any details you have of former student contacts, advisor, and/or explanation of why the previous organization dissolved.
- What is your organization's purpose and intended goals?
- How does your proposed organization's goals/purpose align with the [University's mission](#)?
- How do you believe the presence of this organization enriches the undergraduate experience for your peers?
- 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?
- Northwestern currently includes over 450 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. Please demonstrate how the purpose of your organization is multi-faceted, unique (and 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 space, facilities, 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.
- Please provide information for all proposed organization members: 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 enrolled undergraduate 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?