

Juilliard

Office of Student Affairs

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Guide: How to Start a New Student Organization

To form an organization, you must have these things:

- Five Juilliard student **members**
- One **primary** contact person and one **secondary** contact person
- An organization **mission statement**
- Full-time faculty or staff **advisor**
- A **constitution**

Step 1: Come up with a name for your student organization. (*Example: Club ABC*)

Step 2: Members! You will need five Juilliard students in good academic and disciplinary standing to be part of your organization before you can begin the registration process.

Step 3: You will need to designate a primary and secondary contact person for our office to be able to keep you up to date regarding important information about the status of your organization.

Step 4: Create a mission statement. In other words, what will be the purpose of your organization? What will be your org's primary function? (*Example: The mission of Club ABC is to educate students on social justice topics through programming, discussion, and conversation.*)

Step 5: Find a full-time Juilliard faculty or staff member to serve as an advisor to your organization. Have them read over the Advisor Guidelines that can be found on the Juilliard School website under *Campus Life > Student Affairs > Get Involved > Student Organizations*.

Step 6: Brainstorm! What activities/events do you plan to host this year?

Step 7: Create a constitution for your student organization. You can find a sample organization constitution on the Juilliard School website under *Campus Life > Student Affairs > Get Involved > Student Organizations*. The constitution serves as a guideline for the structure and operations of your organization and can be as detailed or as simple as you would like.

Step 8: Fill out the **New Student Organization Recognition Form**. This can be found on the Juilliard School website under *Campus Life > Student Affairs > Get Involved > Student Organizations*.

Step 9: Meet with the Student Engagement Assistant at the Office of Student Affairs!*

**This step can happen at any point, if you would like assistance or advice in setting up your organization.*

Updated March 26, 2018