

Forming an Organization

At Worcester Polytechnic Institute, there are over 160 clubs and organizations with interests ranging from club sports and programming to professional societies and cultural education. Nevertheless, there is always the opportunity to bring more dynamic and impactful organizations on campus. If you believe that there should be a club revolving around a particular interest or hobby, the Student Activities Office encourages you to look at the process necessary to start an organization on campus and follow through! Starting an organization on campus is a rewarding experience and provides great leadership opportunities as well.

Benefits of Being a Recognized Organization

If you feel that there is not a club or organization on campus that fits your interests or you think that a certain type of organization should be present at WPI, then you should consider forming a recognized student organization on campus. There are many benefits of being a recognized student organization such as:

- The ability to schedule and use WPI facilities
- Applying for funds from the Student Government Association or other campus sources
- Associating WPI's name with that of the organization
- Inclusion in WPI publications
- A campus mailbox in the Student Activities Office
- A WPI campus account with the Business Office
- A WPI community group
- Sponsoring campus programs and activities
- And much more!

The Student Organization Council (SOC)

Once an application for recognition is complete and submitted to the Student Activities Office, it is forwarded to the Student Organization Council (SOC). All requests by student groups to become recognized will be coordinated and reviewed by the SOC which is comprised of representatives from:

- Department of Physical Education and Athletics
- The Campus Center and Student Activities Department
- Student Government Association

The SOC will then review the applications and gather as needed per term to hear short presentations provided by the leaders of the prospective organizations and ask any questions or share any concerns that they may have regarding the group. The chair of the SOC then will contact the student leaders after the meeting to inform them of the SOC decision.

Steps to Starting an Organization on Campus

Starting an organization on campus is an easy process and can be completed in three simple steps:

- Step One: Organizing—Students should visit the Student Activities Office and gather all the necessary paperwork for a complete application. This is a great opportunity for students to ask questions about the recognition process and can also set up a meeting with the Chair of the SOC if interested.
- Step Two: Requesting Recognition—Students must submit a complete application to the Student Activities Office.
- Step Three: Review and Approval—Students should attend the SOC meeting when invited to present a brief presentation about their organization.

What Constitutes a Complete Application?

It is vital that every pending organization submit a completed application as the group will not be seen by the SOC until all required materials are submitted. A complete application includes:

- A copy of the organizations letter of intent to organize
- A complete recognition application
- The names and school addresses of those who support the establishment of the organization at WPI (these signatures must be WPI students)
- A completed Anti-Hazing form signed by the advisor and future officers of the organization
- A constitution prepared in accordance with the sample constitution format outlined later in the policy.
- A one paragraph description of the organization for potential use in college publications.
- An Organization Information Update Form
- A Fund/Org Request Form

All of these forms and sample formats are available on the Student Activities website, which can be found online at <http://www.wpi.edu/Admin/SAO/Orgs/neworg.html>.

Resources

The Campus Center and Student Activities Office is a great reference for any questions or concerns students may have about starting a new organization. Students who would like to view the current list of recognized student organizations can do so online on the Student Activities Office website at <http://www.wpi.edu/Admin/SAO/Orgs/clubs.html>.