## **NEW ORGANIZATION PROPOSAL – PREVIEW OF QUESTIONS**

This document is to be utilized by undergraduate students interested in submitting a new organization proposal to start an undergraduate student organization. This document includes a list of questions asked within the new organization proposal form. Please note, questions are subject to change, and this file should only be used as a resource. Questions regarding the new organization proposal process should be referred to [wcsa@rochester.edu](mailto:wcsa@rochester.edu).

*\* indicates a mandatory question*

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**Section 1 of 7:** Organization Details

1. If you are submitting this proposal in conjunction with others, please list their names here:
2. If you attended an information session, please select the date you attended:
3. What is the name of your organization? \*
4. What is the acronym of your organization? \*
5. What existing student organizations and/or departments have you met with prior to this submission? \*
6. In detail, describe your organization’s activities: *(minimum words: 50)* \*
7. In detail, describe what your organization would look like on our campus. What unique characteristics would your organization bring to campus? *(minimum words: 50)* \*

**Section 2 of 7:** Mission Category

1. Select your organization’s mission category: *(select one)* \*
   1. Academic/Professional
   2. Awareness
   3. Club Sport
   4. Community Engagement
   5. Cultural/Identity Based
   6. Hobbies & Interests
   7. Honor Society
   8. Intercollegiate Competition
   9. Media/Publication
   10. Performing Arts
   11. Political
   12. Religious/Spiritual Life
   13. Visual Arts
2. Why have you selected this mission category? *(minimum words: 50)* \*
3. How does your organization differ from other organizations in this mission category? \*
4. Select your organization’s secondary mission category, if applicable: *(select one)*
   1. Academic/Professional
   2. Awareness
   3. Club Sport
   4. Community Engagement
   5. Cultural/Identity Based
   6. Hobbies & Interests
   7. Honor Society
   8. Intercollegiate Competition
   9. Media/Publication
   10. Performing Arts
   11. Political
   12. Religious/Spiritual Life
   13. Visual Arts
5. If Club Sports was selected as a mission category, the questions below must also be answered:
   1. Explain the risks which are associated with your club sport. How does your organization plan to reduce said risk for members? \*
   2. How often does your organization plan to travel? Why and where? \*
6. If Religious/Spiritual Life was selected as a mission category, the question below must also be answered:
   1. Have you had conversations with the Interfaith Chapel staff regarding submitting this proposal? *(select one)* \*
      1. Yes
      2. No

**Section 3 of 7:** Budget/Finances

1. Upload a sample budget for your organization. If money figures are not available, please list what your organization would need in order to be successful for one academic semester (e.g., supplies, travel, event/program/activity related expenses). \*
2. Does your proposed organization rely heavily on funding? *(select one)* \*
   1. Yes
      1. If yes, explain your fundraising goal(s) and how your organization plans to achieve them. \*
   2. No

**Section 4 of 7:** Resources & Engagement

1. What spaces does your organization intend to utilize? *(select all that apply)* \*
   1. Classrooms, Meeting Rooms, and/or Conference Rooms
   2. Dance/Performance Practice Spaces
   3. Gowen Room, May Room, Hoyt Auditorium, Part of Douglass Ballroom and/or Hirst Lounge
   4. Spurrier Gym or Goergen Athletic Center
   5. Strong Auditorium or the entire Douglass Ballroom
   6. Outdoor Spaces on Campus
   7. Off-Campus – indicate location(s) in comment section
   8. Other/Not listed – indicate location(s) in comment section
2. Explain how your organization intends to utilize the space(s) selected. Include how frequently your organization intends on utilizing the space(s): \*
3. Is your organization considered performing arts? *(select one)* \*
   1. Yes
      1. If yes, how many large performances does your organization plan to hold each academic year? \*
   2. No
4. How frequently does your organization intend to engage with members? *(select one)* \*
   1. Once per week
   2. 2-3 times per week
   3. Monthly
   4. Once a semester
5. How frequently does your organization intend to engage with the campus community through events, programs, or activities? *(select one)* \*
   1. Fewer than once per semester
   2. Once per semester
   3. Two times per semester

**Section 5 of 7:** Intent to Join/Membership

1. How many current undergraduate students are interested in joining your proposed organization? \*
2. Which type of membership does your proposed organization intend to have? *(select one)* \*
   1. Open (any undergraduate student can join)
   2. Closed (undergraduate students will need to audition, try-out, or other qualifications must be met to join.)
      1. If closed, how would membership be determined? *(select one)* \*
         1. Auditions
         2. Academic Requirement
         3. Try-Out
         4. Other (explain in comments)
3. Other than general interest meetings (GIM), how does your organization intend to increase membership? \*

**Section 6 of 7:** National Recognition

1. Is your organization affiliated with a National Organization? *(select one)* \*
   1. Yes
      1. If yes, the questions below must also be answered:
         1. What is the name of the national organization? \*
         2. Enter the name and email address for your contact within the national organization: \*
         3. Do you have a chapter agreement from the national organization?
            1. Yes

If yes, upload a copy of the chapter agreement. \*

* + - * 1. No
      1. Are there any requirements that the national organization has set which your chapter will need to meet? \*
         1. Yes

If yes, the questions below must also be answered:

Please list the requirements: \*

How does your organization intent to meet the requirements listed above? \*

* + - * 1. No
  1. No

**Section 7 of 7:** Draft of Constitution

1. Using the SA template, upload a draft of your organization’s constitution:\*