Prospective Club Application Schedule | Spring 2020

Tuesday, January 14: Students may begin submitting their two-part Prospective Club Application which includes ALL of the following items:

1. Fill out the Prospective Club Proposal Form
2. Download the Prospective Club Application Packet
   a. Proposed Club Constitution (choose one)
      i. Undergraduate Club Sample Constitution Template
      ii. Graduate Club Sample Constitution Template
   b. Officer Roster with Advisor signature
   c. Completed Budget Sheet
   d. Proposed Schedule of Events
   e. "If your club will have a National Affiliation, those affiliation requirements (eg. application, contact, agreement, etc.) and the organization's bylaws are also required as additional attachment(s)"

Optional Drop-In Hours: Student Activities Office staff members will be available for questions and assistance:

- Tuesday, January 14th & 21st, 1:00 - 3:00 PM
- Wednesday, January 15th & 22nd, 9:00 - 11:00 AM
- Thursday, January 16th & 23rd, 3:00 - 5:00 PM
- Friday, January 17th & 24th, Noon - 2:00 PM
- Monday, January 20th, 1:00-3:00 PM

Sunday, January 26 at 11:59 PM: All application materials listed above must be emailed to sao@nd.edu in one (1) comprehensive email with the subject line “Prospective Club Application Packet: [insert club name].” Attach each required document or a file folder containing each document, with the exception of the Prospective Club Proposal Form which will be submitted online separately. Please note that submissions are time-stamped. Incomplete or late submissions will not be considered in this cycle.

Monday, January 27 through Monday, February 10: The Student Activities Office will review the Application Packet and request additional information if needed. The review will confirm that the proposed student club’s purpose is consistent with the University’s mission, whether it be spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. The University policies and procedures supersede those of any regional or national organization to which a proposed club would be affiliated.

Monday, February 10: Application Packets which pass the review by the Student Activities Office will be sent an email of next steps for approval. In an email sent to the proposed “Officer 1,” the Student Activities Office will provide proposed clubs feedback on their proposals or requested revisions, a list of additional departmental approvals needed (if required), and a link to an appointment schedule to meet with a representative of the Student Activities Office.

Monday, February 10 through Sunday, February 23: During this two week period, prospective clubs will have the time to complete any of the required additional steps for Student Activities approval. The following steps should be completed in order:

1. **Required:** Meet with a member of the Student Activities Office Student Involvement Team
2. **May be required:** Complete any revisions to application documents and/or supply an other required additional documentation at the request of the Student Activities Office
3. **May be required:** Meet with an assigned representative to receive Department Approval as requested by the Student Activities Office

Sunday, February 23 at 11:59 PM: Final revisions to the application, as well as final recommendation from required departments are due at this time. Department Approval may be submitted by proposed Officer 1 via email with attached proof, or by the department directly. Incomplete or late submissions will not be considered in this cycle.

Monday, February 24 through Friday, February 28: Revised Application Packets and submission of any additional approvals will be reviewed by the Student Activities Office during this time.

Monday, March 2 through Friday, March 20 (Please note this timeline occurs over Spring Break): Application Packets which pass the review by the Student Activities Office will be distributed to the following student government organizations for review and approval: Club Coordination Council (CCC) for undergraduate clubs, Graduate Student Union (GSU), MBA Association, or Student Bar Association. These organizations typically consider: if the purpose of the proposed student club is currently fulfilled by existing student organizations, the number of interested students, and the long term sustainability of the proposed club. During this time, you must set up a meeting with one of the aforementioned organizations to go through the group’s respective club review process.

Monday, March 23: Applications to be reviewed and voted on by the aforementioned Student Government organizations. The results of this review will be sent directly to the Student Activities Office.

By Friday, March 27: Prospective student clubs will be notified of the Student Activities Office decision via email, sent to the proposed “Officer 1” and the proposed advisor. The Student Activities Office reserves the right to defer a decision, should additional review of the application packet be needed.

Tuesday, March 31 either 2:00-3:30 PM or 4:00-5:30 PM: Newly approved student clubs must attend the 90 minute New Club Orientation and training in order to activate their clubs. At least two members, one of which must be an officer, must attend the entire training. Please save the date so you can plan accordingly.