New Student Organization Process

At the CSI we want to insure that organizations will be successful in order to create meaningful experiences for students. If you have a new organization that you would like to propose, please fill out the “Organization Registration” form on Presence. After filling out the form, you will be contacted by a staff member from the Center of Student Involvement to schedule a meeting about your proposed organization.

Steps to fill out the “Organization Registration” form:

- **Step 1:** log onto [WWW.Lynn.Presence.io](http://WWW.Lynn.Presence.io)
  - If it asks you to sign in use your Lynn email and password
- **Step 2:** Click “Forms” located on the top right hand corner

- **Step 3:** Fill out the “Organization Registration” form
  - You’ll be asked the following questions so be prepared to think them out before submitting the form:
    - What is the purpose/mission statement of organization?
    - Who would be the faculty/staff advisor? Why would they be a good advisor?
    - What are some potential projects that the organization would do during this semester?
    - What would meetings be like: *for example, would they be weekly, monthly, what would happen during the meetings, would notes be taken, attendance, etc.
    - What would the executive board/leadership team look like?
    - What are the names of 5 students interested in joining?

**Tips for building up your organization**

During the first semester of establishment the organization should do the following in order to gain members:
- Host at least 1 interest meeting
- Host at least 1 general meeting
- Host 1 event
- Plan to check in with the Coordinator for Student Involvement towards the middle of the semester to assess success of the organization

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