

# Becoming a Recognized Student Organization

Starting a new student organization at UNH Manchester is a simple process that typically takes between two to three weeks to complete. Listed below is a step by step overview for your convenience. However, before embarking on this process we hope that you will consider the following questions:

- \* Is there already a similar student organization on campus?
- \* What unique contribution would this group make to UNH Manchester?
- \* How committed are you to seeing this group succeed?
- \* Do you have a core group of students (at least five) to get the organization up and running?
- \* What are your goals and mission for this organization?

Process:

1. Pick up a blank recognition form from the Office of Student Activities (Room 108) on the bulletin board outside office.
2. Once the form has been completed, it must be returned to the Office of Student Activities (Room 108). Please make sure that every line has been completed legibly and accurately. If a question does not apply to your organization please write “NA” in the space provided.
3. The recognition form will then be reviewed. In addition to meeting the criteria for recognition, when all members meet enrollment and GPA standards, the organization will be approved.
4. The Student Activities Coordinator will contact someone from the new organization to schedule a 20 minute appointment. At this meeting, certain aspects of being a recognized student organization will be highlighted as well as time set aside to answer your questions.
5. Your organization will receive an official recognition certificate for the remainder of the academic year. Each student organization must reapply every spring to be recognized by the university. The new student organization will be listed on the UNH Manchester website as well as given as much free publicity as possible.



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