

Starting a Student Organization at Hope College

Any student at Hope has the opportunity to create a new student organization. There is a simple step-by-step process in place to help proposed clubs gain official recognition and status.

Student organizations must be officially recognized by the college in order to:

- a) Reserve space on campus.
- b) Apply for and spend college funds.
- c) Utilize college services (i.e. group website and email address, transportation, etc.).
- d) Travel.

The Process:

Step One: Set up a meeting with the Director of Student Life (x7942) to discuss the proposed student organization. During this initial meeting you will be asked to provide information about the purpose of the proposed group.

Step Two: Publicize and hold an initial interest meeting. Develop a list of students who want to participate in the proposed organization in order to demonstrate sufficient student support.

Step Three: Select a Hope faculty or staff member to serve as the group advisor. This individual will oversee and support all group activities.

Step Four: Complete the New Student Organization Application provided by the Office of Student Life.

Step Five: Submit a completed application, constitution, list of interested students, and proposed budget (if applicable) to the Office of Student Life. All materials must be submitted by the second Tuesday of the month for the proposal to be reviewed in that month.

Step Six: Present a proposal for the new student organization to the Co-Curricular Activities Committee (CCAC), a group comprised of student, faculty and staff representatives.

Step Seven: If CCAC endorses the proposed student organization, it must be reviewed by Campus Life Board for final approval.