

# Steps to Creating a New Student Organization



## STEP 1

Review current student organizations on MyAULife and their mission statements to ensure your organization is unique.

Get the signature of ten interested undergraduate students for membership. At least seven students must have a class standing of junior or younger.

## STEP 2



## STEP 3

Create a constitution for your organization. Review sample constitutions on the Center for Student Involvement's MyAULife page under Documents.

Submit a completed new organization application at the beginning of the semester, under Forms on MyAULife and attach all necessary documentation by the due date.

## STEP 4



## STEP 5

If approved, your organization will enter a cohort with other new organizations and mandatory trainings will be determined by the Center for Student Involvement.

New student organization applications open the first week of each semester, and can be found under forms on MyAULife.  
**Have questions? Email [csi@adelphi.edu](mailto:csi@adelphi.edu).**

