

1. Starting off
  - a. Check our list of clubs and organizations to see if similar organization exists or has previously existed and is currently frozen\*
  - b. Ensure that you and your club will be able to fulfill all the rules and responsibilities in the CSI (Center for Student Involvement) Club Manual.
  - c. Attend an informational session
    - i. Your application will not be reviewed or accepted if you have not attended a session
  
2. Club Recognition Cycle
  - a. Request to register (once a semester, during the first 6 weeks).
    - i. During this time, you will go through the same club approval process that we have used previously. This will provide the committee with the documents and information needed to ensure that you are a good fit for the club process.
      1. This current process entails the following steps:
        1. Application
          1. Questions about club and mission
          2. Materials (constitution, by-laws, etc.)
          3. Roster of at least 15 registered Gonzaga University Students
          4. One faculty or staff advisor and advisor contract
        2. Submission and review by the GSBA (Gonzaga Student Body Association) Clubs and Orgs senate committee
          1. Here, the team will review applications, documents, formulate any questions they have and then request that information from the club as needed.
          2. The deadline for the applications is set by the Director of Clubs and Orgs for GSBA at the beginning of each year and will be shared publicly.
        3. Discussion and voting on recommendation by the senate committee.
          1. The process typically takes 2 weeks, but this time can be extended to allow more information to be gathered and questions answered. It is also varied depending on the number of applicants, the information needed to gather, outside forces, etc.
  - b. Committee recommendation
    - i. After the committee meets, they will decide on a recommendation on either approval, approval with caveats, or denial. This will then be sent to Dean for Student Development of Student Affairs
    - ii. Upon receipt, the Dean for Student Development will review the club application including the following:
      1. Application includes required information (e.g. club roster, advisor, constitution/bi-laws).
      2. Appropriate campus partners have been informed (e.g. University Ministry for a new faith-based or religious club).

3. Recommendation and notes from the GSBA Student Development Committee
  4. Assessment of risk - including reputation, physical, and financial
  - iii. If after review, the Dean for Student Development supports the recommendations of the Student Development Committee of GSBA, the Director of Clubs will be informed in writing. The Director of Clubs will then communicate with the student club leadership.
  - iv. If after review, the Dean for Student Development is unable to support the recommendation provided by the Student Development Committee of GSBA, they will:
    1. Confer and gain input from:
      1. University Leadership to include but not limited to the Vice Provost for Student Affairs, Vice President for Mission Integration, General Counsel, Provost
      2. Industry experts to include Student Affairs professionals from other Jesuit Universities
      3. Center for Student Involvement staff
    2. Convene a review panel
      1. Panel will:
        1. review materials provided by the Dean for Student Development that were garnered in Step 1 above.
        2. Provide a recommendation to the Dean for Student Development related to approval, approval with caveats, or denial of the new club.
      2. Membership will include:
        1. GSBA Director of Clubs and Organizations
        2. GSBA Vice President
        3. Director of Student Involvement
        4. At least two "at large" faculty and administrator members
      3. The review panel's recommendation will be shared by the Dean for Student Development with the Director of Clubs and Organizations for communication to the student club leadership.
  - v. The Dean of Student Affairs will then make a conditional approval or denial of the prospective club
3. Conditional Approval
- a. Once you have received a conditional approval, you will enter a probationary period. This time will last until all requirements for full approval are completed to a satisfactory level – as judged by the CSI staff.
    - i. These include:
      1. Trainings for success (provided by CSI)
        1. Treasurer
        2. Event Planning/Zagactivities
          1. Covers risk management, off and on campus speaker policy, drivers' policy, etc.
        3. Fundraising/Donation solicitation

#### 4. Canvas

#### 5. DEI

##### 1. in conjunction community partners

- b. You will have access to a nominal amount of seed grant funding to help put on meetings and such during this probationary period.
  - i. This amount will not exceed \$500 and is only to be used for:
    - 1. Meetings (decorations, supplies, etc.)
    - 2. Food for recruitment events
    - 3. Fundraising starter funds
  - ii. You will gain access to the full amount of GSBA funding once you complete the process and are fully approved.
- c. During this probationary period, you can hold meetings, public info meetings, but are not allowed to plan or execute the following:
  - i. Public external event (anything that is not recruiting or growth of club)
    - 1. Can fundraise, but still cannot use those funds for anything besides basic club activities during probationary period.
    - 2. This includes bringing speakers to campus, hosting an event that is not recruitment based, holding an event off-campus, etc.
    - 3. Anything that is not hosted on campus or requires an outside source (presenter, guest speaker, vendor, food truck, etc.) would not be approved.
  - ii. Travel
  - iii. Large purchases
  - iv. Access to additional GSBA funds
- d. What else is needed from you during this probationary period
  - i. Revisit and discussion and work on documents
    - 1. This includes the charter, the constitution, transition documents, etc.
  - ii. What do they need to keep track of?
    - 1. Attendance and growth, at meetings and planning sessions, etc.
    - 2. Service hours
    - 3. Trainings

#### 4. Full approval

- a. Once you have completed all the necessary steps to reach full approval, the club will then present to the Student Development Committee to ensure that all the requirements for success have been completed. During this time, the CSI staff will present the data and reflections on what they observed during the probationary period. This will also provide the student representatives with the opportunity to learn more about Senate procedures and enhance their presentation prior to full senate.
- b. After this meeting, the students will then present to the entire student Senate their mission, goals, direction and how they connect to the Gonzaga mission.
- c. The senate will vote and complete a full sign off for this new club's creation.
- d. Congratulations! You now have access to all the funding and such that every other general club has. This will be shared with the wider Gonzaga community in a multitude of ways, including:
  - i. Club Presidents and Alumni newsletter
  - ii. Social media pages
  - iii. Morning mail

5. A general timeline of this entire
  - a. **September** -
    - i. Start the year, this is when you look to see where your interests may lie and if your club is different from the other club offerings.
      1. Through Zagactivities, club fair (which could include all new clubs from the previous year).
  - b. **Cycle 1**
    - i. **October** – application and review
    - ii. **November - March** - new clubs from cycle 1 probationary period
    - iii.
  - c. **Cycle 2**
    - i. **February** – application and review
    - ii. **March - August** - new clubs from cycle 2 probationary period
  - d. **March - April**
    - i. Club transition meetings

\*Clubs need to be unique and not duplicate, or do similar events and focuses, as another recognized club. If a previous club that is similar to the one you are looking to start already existed, and is currently frozen, we can assist you through the process of unfreezing and taking that club over.

\*Creating a clear comparison table for how a student-led club can differentiate itself from another club on campus involves identifying key aspects where differences may be highlighted. Here are the steps to develop the table:

1. **Identify Key Areas of Comparison:**
  - Mission and Goals
  - Activities and Events
  - Membership Requirements
  - Community Impact
  - Leadership Structure
  - Collaboration Opportunities
  - Resources and Benefits
  - Unique Selling Points
2. **Gather Information:**
  - Gather detailed information about your club and the other clubs.
  - Focus on specific examples and data to support your points.
3. **Create the Table:**
  - Use a clear, easy-to-read format.
  - Highlight significant differences in each category.

Here is an example of how the table might look:

<b>Category</b>	<b>Your Club</b>	<b>Other Club</b>
<b>Mission and Goals</b>	Promote sustainability on campus through student-led initiatives and educational events.	Advocate for mental health awareness and provide support resources for students.
<b>Activities and Events</b>	Host weekly workshops on recycling and conservation, organize campus clean-up days, and run a sustainable living campaign.	Conduct mental health awareness workshops, provide peer counseling sessions, and organize stress-relief events during exams.
<b>Membership Requirements</b>	Open to all students; no prior experience needed, but a commitment to environmental sustainability is encouraged.	Open to all students, members must complete basic mental health first aid training.
<b>Community Impact</b>	Successfully reduced campus waste by 20% over the last year and established a community garden.	Provided mental health training to 200 students and created a peer support network.
<b>Leadership Structure</b>	Democratic leadership with rotating roles every semester to ensure diverse perspectives.	Structured leadership with defined roles (President, Vice President, Secretary) elected annually.
<b>Collaboration Opportunities</b>	Partner with local environmental organizations and the university's sustainability office.	Collaborate with campus health services and local mental health organizations.
<b>Resources and Benefits</b>	Access to funding for sustainability projects, networking with environmental professionals, and educational resources.	Access to mental health resources, training workshops, and connections with mental health professionals.

<b>Category</b>	<b>Your Club</b>	<b>Other Club</b>
<b>Unique Selling Points</b>	Focus on tangible environmental impact and hands-on projects.	Emphasis on mental health support and creating a safe, supportive community.