New Organization In-Take Interest Form

The following is an interest form to petition a new student organization. The process to petition a new student organization only occurs during Fall and Spring semester. Please complete this form and submit it to the Office of Student Life and Development (USU-215) by one of the following deadlines:

- October 10th
- November 10th
- February 10th
- March 10th

After your Interest Form has been reviewed, you will receive an email invitation to attend a New Organization In-Take Workshop. New Organization In-Take Workshops are typically scheduled on a Friday at 11am. Complete workshop details will be provided in the email invitation you receive.

* Your Interest Form must be reviewed prior to being invited to and attending an In-Take Workshop.

** Email invitation to attend an In-Take Workshop will be sent out after each of the submission deadlines.

*** If you are requesting to start a new organization that is related to a physical activity, a sport, or a competitive activity, please go to www.csulb.edu/clubsports for application information.

Please note that submitting an interest form and attending a New Organization In-Take Interest Workshop does not guarantee approval of your proposed organization.

Name: ________________________________ Campus ID: _________________________

Email: ________________________________ Phone: _____________________________

Name of Proposed Organization: ________________________________________________

(Do not begin the name of the organization with “CSULB,” “Student Chapter,” or “Long Beach”)

Name of national or other off-campus organization with which this group will be an official chapter of (if applicable):

________________________________________________________________________

Is this a reactivation of an inactive organization? [ ] Yes [ ] No
On a separate, typed document, please answer the following:

1. Please explain the need on campus for this new organization.
2. Please provide the mission and purpose of your proposed organization.
3. How is this organization unique to the organizations currently recognized on campus?
4. If your organization is approved to be a recognized organization on campus, please provide some preliminary details of some potential events, meetings, and activities that your group would conduct on campus.

**REMINDERS**

- Please submit this form by the deadlines noted on the first page.
- Because your form will be reviewed after the submission deadlines, you will not receive a status on your submitted form until after the submission deadlines.
- You will receive an email invitation to attend an In-Take Workshop after this form has been submitted and reviewed past the submission deadline.
- Please note that submitting an interest form and attending a New Organization In-Take Interest Workshop does not guarantee approval of your proposed organization.
- Failure to submit a completed form and/or failure to follow directions provided on this form may result in your form not being accepted.

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*For Office Use Only*

Category: _______________________
Approval Status: _______________________
Notes: