

# New Voluntary Student Organization Application (draft)

DRAFT

## Welcome to the Application Form for New Student Organizations

This form serves as the application for applying to become a New Student Organization. In this form, you will be required to describe both your idea and a plan for a new Stanford student organization. As part of this process, you should have first developed your idea and discussed the idea with a OSE staff member or intern.

**As part of this early work you should have already reviewed:**

### CRITERIA AND POLICIES

- The [New Student Organization Criteria](#) and the [CORE 10 Policies](#) so you can best determine how your idea fits within the existing student organization landscape.

### FUNDING

- Information on the funding process and what financial resources might be available to you as a recognized org, both from ASSU and other on-campus sources. As part of this work you should determine that what you hope to do is possible within existing ASSU and university resources - and without off-campus fundraising.

### DUPLICATION

- Explored possible overlap and duplication with existing groups. As part of this work, you are expected to actually reach-out to other similar groups and reaching out to similar groups and see if your idea can be incorporated into their work.

### BROAD STUDENT NEED

- With these goals as a foundation new groups must demonstrate a broadly recognized need that is not currently being met on campus and does not duplicate an existing student group or campus department. Uniqueness alone is not a sufficient rationale for demonstrating an unmet need. Stanford looks for a balance between a new and unique idea with something that meets a fairly broad unmet need that is of broad interest to the general student body.

### SUSTAINABILITY

- It can take considerable time and resources to create and support student groups on campus. The goal of a Stanford-sponsored student group is to create a purpose and structure that lives beyond the involvement of the group's founders.

**We need to specifically know about these things for your student organization:**

- Competitions
- Off-Campus Engagement
- Work with Minors
- International Travel
- Interests related to a Campus Department (i.e. religious student organization, club sport, etc.)

**BEFORE applying, please confirm you have read the following: \* (Maximum authorized answers: 3)**

- Introduction to the New Voluntary Student Organization Process
- Alternatives to Starting a New Organization
- Criteria for Approval

You can find the articles on the [ose.stanford.edu](https://ose.stanford.edu) website.

**With whom did you have your initial feedback meeting? \***

- LaSabra Williams
- Alex Lee
- Other OSE Staff (answer below)

NOTE: A meeting with a staff member or intern is a requirement to complete BEFORE applying to be a new student organization.

**Comments:**

## Now you're ready to submit your application for consideration.

Now you're ready to submit your application for consideration. As you do this, please remember these key points important to submitting a well-prepared application:

Present a well-developed, concrete plan. In your conversation with a OSE staff member or intern, you may have discussed an idea that was not fully developed into a plan that can be successfully implemented. Your idea now has to have a:

### CONCRETE OPERATIONAL PLAN.

- What is your goal?
- What will you actually do?

- How will you plan and carry-out your activities?
- Have you done all the research needed to implement your plan?
- Is it achievable within the resources available from ASSU and other on-campus sources?

**Show you have active committed students.**

- Demonstrate that you have a group of students with a shared vision. This has to be more than just an idea and plan of an individual student.
- As a student organization we are looking to confirm that you have active group of students who will help make the group a continuous reality.

**Demonstrate clarity and focus.**

- Just as you would write a paper for a class, make sure that what you present is done with clarity and focus. For example, your statement of purpose should no more than 1-3 sentences. Under a description of activities and scope, avoid including every single possible idea you might want to do. Rather we are looking to understand what your org's core activities will be.

This information above is *not an exhaustive list* but is provided here to give points to consider. If you have any questions while completing the form, feel free to save your preliminary work and contact OSE for help.

Best of luck!  
The Office of Student Engagement, SOLD Team

## Re-Application Information

Are you REAPPLYING to be a recognized student organization? \*  Yes  No

What quarter and year did you originally apply to be a new student organization? \*

## Basic New Student Organization Information

Proposed New Student Organization Name \*

Proposed New Student Organization Acronym \*

NOTE: The acronym must be a minimum of 3 characters with no spaces and only include numbers and/or letters.

What category do you think your proposed organization falls under? (How would you like students to find you?) \*

NOTE: This is only a suggestion, the NVSO Committee will make the final decision in consultation with OSE.

In one to two sentences, what is the purpose of the organization? \*

## Scope Of Activities and Criteria Questions

Describe the organization's proposed general activities and scope. \*

NOTE: Please be specific and realistic about what you hope to do.

Explain why are you seeking University recognition for this proposed organization. \*

Describe how the organization demonstrates a clear unmet need. \*

NOTE: How will your organization distinguish itself from similar, existing student organizations at Stanford?

Describe your organization's proposed structure and how it will support Stanford's philosophy of open membership? \*

NOTE: See the CORE 10 Policies for more information about [membership requirements](#).

Describe how the organization will be sustainable for at least 2 to 3 years. \*

NOTE: Think about longevity, transitions, communication.

Describe the funding and resources this organization requires and how you plan to obtain funding. \*

NOTE: For the first year, new voluntary student organizations are not allowed to engage in off-campus fundraising, apply for The Stanford Fund or apply for the ASSU Annual Grant.

Describe how the organization would work to uphold Stanford's commitment to Diversity, Equity, and Inclusion. \*

## Special Permissions

- Does your organization intend to work with minors? \***
- Yes
- No
- Unsure at this time

- Does your organization intend to hire a coach, instructor, or similar personnel? \***
- Yes
- No
- Unsure at this time

- Does your organization intend to travel internationally? \***
- Yes
- No
- Unsure at this time

- Check all that apply. The proposed organization would: \***
- Be an official affiliate or chapter of a national or local organization
- Conduct fundraisers benefitting off-campus organization(s)
- Require storage space for equipment (e.g. shared computers, costumes, athletic gear)
- Perform community service on campus
- Perform community service off-campus or host activities off-campus
- Require specialized space for rehearsal or practice
- Require an annual budget greater than \$10,000
- Conduct moderate to high risk activities (e.g. physical activity or out-of-state travel)
- None of the Above

NOTE: Each of these is a complicating factor in creating a new organization and may require additional time for approval, if possible.

**Please provide details for each checked item. \***

- Other than normal meeting rooms, does your organization need space on campus? \***
- Yes
- No
- Unsure at this time

**Describe what spaces your organization would require. What would it be for, how large it would need to be, how often your organization need access? \***

- Will your organization be affiliated with an on-campus department? \***
- Yes
- No

**State which department and describe your organization's relationship with the department. \***

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By selecting a category below, you acknowledge that your organization has received the proper approvals to move forward with this application.

- If your organization is categorized under any of the following, the organization must gain approval from the appropriate entity prior to applying. \***
- Arts Organizations - Approval from Claudia Dorn in Stanford Arts
- Club Sports - Approval from Christian Obando in Stanford Club Sports
- Service-based Organizations - Approval from Pete Cerneka in the Haas Center
- Adventure-based Organizations - Approval from Stanford Adventure Programs
- Recreational Organizations - Approval from Stanford Recreation
- Religious Organizations - Approval from Colleen Preuninger in the Office for Religious and Spiritual Life
- GSB Organizations - Approval from the GSB MBA Student Association
- SLS Organizations - Approval from the SLS Office of Student Affairs
- None of the above apply to my organization.
- One of the options above applies to my organization, but we not received approval.

## Budget

Please MAKE A COPY of this [budget template](#) and upload a copy of your completed budget.

**Upload your organization's budget proposal. \***

 Upload file

## Additional Information

**Provide links or websites that will help the NVSO Committee to better understand the purpose of your organization. (e.g. similar organizations at other institutions, videos explaining proposed activities, etc.)**

**Include any additional information that the NVSO Committee might find helpful in reviewing this application.**