Office of Campus Activities
Starting a New Organization

Student organizations form the basis of co-curricular life at Catholic University and are an important element to educating the total person. Although there are approximately 80 student organizations, we may not have the special one for which you are looking. Outlined below is the process by which you can propose a student organization that is recognized by the Office of Campus Activities (OCA) and the University.

A student organization seeking recognition must be non-discriminatory and open to the entire CUA undergraduate and graduate populations. Additionally, a new student organization must not duplicate the purpose(s) of any existing club/organization. If a proposed student organization is found to be too similar in nature to an existing student organization, it may be suggested that the two student organizations merge. All proposed student organizations must adhere to the goals and mission of Catholic University and the principles of the Roman Catholic Church.

The creation of a new student organization will be considered between October and April. An important question to ask yourself as you follow the process is “What does this organization give/do for The Catholic University of America that no other organization does?”

Currently there are approximately 80 student organizations at Catholic University. While OCA supports students’ extracurricular activities, they also have a responsibility to the University regarding the resources needed to appropriately manage each organization. Please note that not all proposed new student organizations will be approved, based on several factors, including but not limited to the number of similar organizations, the interest and sustainability, the use of campus resources, likelihood of sustaining over time, appropriateness of students dealing with issues and support of the mission and vision of the University and the Catholic Church.

Before you begin the process of proposing a new organization, please consider the following questions:

1. Does your organization overlap with any existing organizations? Review other clubs’ constitutions here: [http://studentorg.cua.edu](http://studentorg.cua.edu). If there is some overlap, what makes your proposed organization different from similar organizations?
2. Are you a graduate student? Contact the Graduate Student Association at [cua-gsaweb@cua.edu](mailto:cua-gsaweb@cua.edu).
3. Are you proposing a club sport? Contact Dan Ambrose in CUA Athletics Department at [ambrosed@cua.edu](mailto:ambrosed@cua.edu) or 202-319-5286.
4. Are you proposing a faith based student organization? Contact Campus Ministry at 202-319-5575.

*NOTE*
This process is ONLY for proposed new organizations at CUA. If you think your group may have once existed at CUA and therefore eligible for re-registration, contact OCA at [cua-activities@cua.edu](mailto:cua-activities@cua.edu) call 202-319-6003 or visit us in 107 Pryzbyla Center.
To apply for a new recognized student organization please follow the simple process listed below:

*Steps 1-2 may be avoided if you already have all information necessary to complete Step 3 and choose not to have a recruitment/organizational meeting:

Step 1: Submit a request to OCA via email to cua-activities@cua.edu.

This request should include the following:

1. The name of the organization.
2. The purpose of the organization. Demonstrate why the University should invest its limited resources to such a program/service by describing how the organization would contribute to the University’s mission.
3. Thorough research into any potential conflicts with the Catholic Church and explanation of how the organization is consistent with Catholic Social Teaching.

Note: At this time your organization is NOT an officially recognized organization and may not be officially approved by OCA. Please allow a minimum of (10) academic class days to review your proposal.

Step 2: Wait for approval of recruitment/organizational meeting.

If an organization is approved you will be permitted to reserve space for one meeting, and post announcements on campus for meeting. At this meeting you should discuss with your potential members any outstanding requirements needed to complete Step 3.

Step 3: Submit complete New Organization Request to OCA via email to cua-activities@cua.edu.

A complete request must include the following information:

1. All information required in Step 1 above
2. Student Organization Registration Form - Available online at http://sorc.cua.edu (Note: the registration form requires at least a President, Treasurer, and faculty/staff advisor. A Vice-President is also strongly recommended)
3. Organization roster to include at least 6 currently enrolled students
4. Completed Organization Constitution
5. List of at least 5 short-term goals that will be accomplished during the first year of existence
6. List of at least 5 long-term goals that will be accomplished during the first 5 years of existence

Additional requirements of new student organizations:
In addition to the process outlined above, all new student organization requests must meet the following requirements in order to be considered for approval.

1. Of the three main officers (President, Vice-President, and Treasurer), only one may be a graduating senior
2. No organization can be in support of any specific political candidate for any election
3. If an organization is affiliated with a national organization, that national organization may not have any public positions that conflict with any teachings of the Catholic Church
Step 4: Review Process

Once the above listed materials have been received, the request will be evaluated by OCA staff. If additional information is required, OCA staff will meet with the organization. OCA has the authority to recognize (or not recognize) student organizations. OCA, on behalf of the university, will make the final decision regarding recognition status.

Upon authorization, OCA will send official notification to the organization president and campus advisor. At that time, all other appropriate campus departments shall be notified that the recognition is complete.