

Pre-Application Assessment Worksheet

Starting a new student organization is exciting – and it’s also a responsibility. This worksheet will help you determine whether you’re ready to move forward with the application process.

If you cannot confidently answer “yes” to most of the questions below, we recommend refining your idea before scheduling your required meeting with Campus Activities Network (CAN).

For more information, please email CAN at can@luc.edu.

Section 1: Campus Need and Distinction

1. What needs does your organization fill on campus? (one to two sentences)

I can clearly explain why this organization is needed.

2. How is your organization different from existing organizations? (list two to three key differences)

I have reviewed the current organization list on LUCommunity.

I am confident my organization is not similar/duplicative to another and can share tangible examples of differences in the application.

3. Who would benefit most from this organization? Who is the primary audience or membership group? (one to two sentences)

Section 2: Purpose and Vision

4. Write a short draft mission statement for your organization. (One sentence)

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- My mission is clear and focused.
 - My organization is Loyola community-oriented and aligns with Loyola's mission and Jesuit values.
 - Leadership development is part of my organization's purpose.

5. In one or two words, how would you describe the type of community you want to build?

(Examples: supportive, cultural, professional, social, service-focused)

Section 3: Longevity and Leadership

Strong organizations are based on community, leadership development, and continuity – not just idea-based.

6. Approximately how many students have expressed interest in joining?

Please note at minimum, new student organizations should constantly have 10 members and an advisor. Members include three core e-board positions and seven general members. In addition, one full-time LUC faculty/staff advisor.

All members listed should be enrolled students for the following semester.

- 1 - 6
- 7 - 9
- 10 - 19
- 20+

7. Do you have students willing to serve in leadership roles?

- Yes
- Not yet

If yes, list potential roles:

President: _____

Treasurer: _____

- I understand leadership responsibilities require time and accountability.

8. How will the organization continue after founding members graduate? (one to two sentences)

Section 4: Operational Readiness and Compliance

9. What types of activities or programs do you expect your organization to host? (list two to three examples)

10. How often do you expect the organization to meet?

- Weekly
- Biweekly
- Monthly
- Other: _____

11. Do any planned activities involve elevated risk?

Examples:

- *Travel*
- *Physical activities*
- *Working with minors*
- *Competitions*

Yes

No

Unsure

If yes, briefly describe:

12. Have you considered where meetings or events may take place?

Yes

Not yet

Example location:

Section 5: Leadership and Community Development

13. How will you help members feel welcomed and included? (one to two sentences)

14. How will you gather feedbacks from members?

Examples:

- *Surveys*
- *Open discussions*
- *Informal check-ins*

I plan to actively listen to my members.

I understand that organizations should evolve based on members' needs.

15. What leadership skills do you hope to develop through this organization? (list two to three skills)

Examples:

- *Communication*
- *Teamwork*
- *Event planning*
- *Conflict resolution*

16. How will you encourage members to take on leadership roles in the future? (one to two sentences)

Section 6: New Organization Presentation Preparation

You will be asked to deliver a two to three minutes presentation during your required meeting. Draft your presentation outline below:

Name of Organization:

Who is this organization for?

What needs on campus does it address?

What impact do you hope it will have on campus?

Why is it different from existing organization/resources on campus?

Final Reflection

On a scale of 1-5, how ready are you to move forward?

- 1 Not ready
- 2 Needs significant work
- 3 Some refinement needed
- 4 Mostly ready
- 5 Fully prepared to apply

If you selected 1-3, consider refining your idea before scheduling your meeting.

If you selected 4-5, you are likely ready to contact Campus Activities Network.

Schedule your required meeting by emailing: can@luc.edu