

New Student Organization Application Checklist

Ready to create something new on campus? Use this step-by-step checklist to guide you through the New Student Organization Application process.

Please note that **submitting an application does not guarantee approval**. Until your organization receives **final approval** from the Center for Student Engagement (CSE) and the Division of Student Development (DSD), you may **not market, promote, or represent yourselves as an official student organization**.

STEP 1: Review the Requirements

*Start by carefully reviewing all application requirements, policies, and supporting documents. Understanding these expectations first will help you determine whether your idea meets the criteria for a new student organization and will prepare you for the rest of the application process. Complete this step **before conducting outreach, recruiting members, or making further plans**.*

Note: *If you are not familiar with the university's definition of a student organization, application requirements, or potential reasons an application may not be approved, please review the information available on the Center for Student Engagement LUC website before completing the checklist below.*

- I have reviewed the list of currently approved student organizations on LUCommunity and confirmed that my proposed organization is not substantially similar to an existing group.
- I confirm that my proposed organization fits the university's definition of a student organization and aligns with Loyola's mission and Jesuit values.
- My proposed organization is oriented toward and benefits the Loyola community.
- I have reviewed all relevant policies, operational requirements, and the application process.
- I understand the application timeline and the potential reasons an application may not be approved.



STEP 2: Prepare, Schedule, & Attend Required Application Presentation

Once you have reviewed all requirements and materials, schedule a meeting with Campus Activities Network (CAN) by emailing can@luc.edu. In your email, please attach the Pre-Application Assessment Worksheet so staff can review your proposed organization in advance and discuss the next steps during your meeting. Worksheet can be found on the Center for Student Engagement LUC website.

Before your meeting, prepare:

- Your completed *Pre-Application Assessment Worksheet*.
- A clear explanation of the community you want to create on campus.
- Your proposed organization's purpose and vision.
- How your proposed organization is different from existing ones.

This meeting helps us make sure you're ready to apply and gives you feedback before submission.

Applications that are submitted without meeting with Campus Activities Network or Center for Student Engagement will not be reviewed and may be asked to submit during the next application cycle.

STEP 3: Submit Your Application on LUCommunity

Applications are only accepted during the official application cycle through LUCommunity. Late submissions are not accepted.

- Constitution (using the required template)
- Organization roster
- Mission statement
- Advisor confirmation
- All required application fields completed

Double-check your answers before submitting! Please note submission does not guarantee approval. Make sure to closely monitor organization email and submitter's email for updates, required edits, and/or follow-up actions.



STEP 4: Complete Required Orientation

If your application moves forward, orientation completion is required before final approval. Further instructions will be sent to your organization's official email.

If the orientation requirements cannot be completed by the shared deadline, student will need to wait for the next application cycle to re-do all the steps.

- I understand approval is conditional upon orientation completion.
- I will monitor my organization email regularly.
- President and treasurer will complete position-specific orientation.

Questions? We're here to help!

If you have questions about the New Student Organization Application process, contact Campus Activities Network (CAN).

- Email: can@luc.edu
- Office: Center for Student Engagement, Damen Student Center 127
- Hours: Mondays - Fridays, 9am to 5pm