1) Create a Name for your organization
   Name: ________________________________

2) Register as a Newbie Org. through Office of Campus Activities
   *This will give you temporary access to hang posters, reserve mtg. spaces, etc.

3) Create Interest in your organization
   *Must have 4 interested members

4) Get an advisor
   *Must be a full-time Faculty/staff member of Northwest

5) Select a President
   *Must be a full-time student (12 credit hours)

6) Register with Student Senate
   *Go to website to print off "Organizational Recognition" form.

7) Submit Organization constitution and bylaws to: orgs@nwmissouri.edu
   *Sample constitutions and bylaws can be found in the OCA

8) Go through Nuts & Bolts
   *event planning 101

9) Meet with Senate New Orgs. Committee
   *you will be sent an e-mail regarding your invitation

10) Formal Recognition at Student Senate Meeting (must attend)
    *To be official you must complete this step!

11) Set-up on-campus account through Cashiering
    *this will help your org. live beyond your years at Northwest

12) Schedule organizational meetings
    *Utilize Astra to reserve your rooms

13) Check Organizational Mailbox weekly
    *Mailboxes are located in the Office of Campus Activities (OCA)

14) Get Involved!
    *Hold events
    *Utilize campus resources to market and promote your events
    *work with other campus organizations
    *Get involved in Homecoming
    *Participate in Student Organizational Fairs (Spring & Fall)

15) Check out the Student Orgs website for tools and resources for your org!