



How to Start a New Organization

Getting there

- Go to www.stedwards.edu/studentorganizations or visit the Student Life website and click 
- Login to Collegiate Link using your SEU username and password. (you don't need the "@stedwards.edu" part)
- Scroll down to the  **News Articles**, click "**Browse All**", and click on "**Start a New Organization!**".

Phase One (optional)

- To begin the new organization recognition process, click on and complete the "**Notice of Intent Form**".
 - The Notice of Intent will ask you to describe the purpose, goals, objectives, typical activities, and potential advisor(s) of this proposed organization, as well as acknowledging understanding of rules and privileges.
- If your Notice of Intent is approved, your organization will be issued a 30 Day Permit granting limited privileges as a Recognized Organization. The 30 Day Permit is intended to allow you to perform limited functions on campus in order to explore the level of interest for your proposed student organization on campus.

Phase Two (required)

- To finish your new organization recognition process, complete the New Organization Registration by clicking "**Begin Submission**" in the "**Start a New Organization!**" News Article
- Please make sure to have the following information:
 - Clear description of your organization purpose for the profile page
 - Constitution and/or Bylaws ready to upload
 - Roster list of officers and members with email addresses
 - Advisor information
 - At least three student members

Contact Student Life with questions, 512-448-8422, seuorgs@stedwards.edu, or Ragsdale 304