

New Student Organization Process

University of Southern Maine | Office of Student Activities and Involvement

In order to seek recognition as an active student organization at the University of Southern Maine, students must complete the below process as outlined by the Office of Student Activities and Involvement. This process also applies to organizations seeking re-recognition from a defunct status.

Step One - Interest Phase

- You have an idea! Share it with others and informally recruit students at this phase to cultivate interest and awareness; talk with faculty or staff who may be interested in advising the group
- Submit the [New Student Organization Interest Form](#) located on the USM website
- The Office of Student Activities and Involvement will reach out to schedule a New Student Organization Interest Meeting to discuss your interest, identify the objectives of the organization, and review the process for gaining recognition
 - *Once this meeting has occurred, the group may request the temporary privilege to reserve space on campus to begin meeting and completing the rest of the recognition process*

Step Two - Assembly Phase

- Begin working on the necessary steps and documents needed
- Obtain a faculty or staff advisor and have a meeting with them to review the process
- Continue to recruit students - hold an interest meeting, get an idea of who will serve as officers
- Develop a Statement of Purpose for the organization
- Establish preliminary goals for the organization that focus on outreach and recruitment

Step Three - Recognition Phase

- Officers attend an Officer Training session with the Office of Student Activities and Involvement
- Complete the [Student Organization Contact and Meeting Information Form](#)
- Complete the Tier I Agreement Form

Once all of these steps are thoroughly complete and accurate, you will receive a letter of recognition and support for status as a Tier I organization. You will also receive the following privileges:

- Ability to reserve space on campus for meetings and events
- Be listed as an active student organization on the Office of Student Activities and Involvement website and on any other promotional materials
- Reserve a table with the Office in either the Woodbury Campus Center or Brooks Student Center
- Participate in University events such as involvement fairs
- All privileges listed in the Student Organization Administration Policies & Regulations Document

Note: All student organizations must successfully complete one full semester as a recognized Tier I organization before proceeding to the Tier II recognition level.