Penn State Fayette, The Eberly Campus

Steps on how to become an officially recognized student club/organization

- Students interested in starting a new student club or organization must obtain a Club Commitment Form from the Student Activities Office. Once obtained, the form will need completed and turned into the Student Activities Office. The following conditions must be considered while completing a Club Commitment Form:
  - The Club Commitment Form requires information from students such as name of Club/Organization, purpose of Club/Organization, etc…
  - All proposed student clubs and organization must have at least five (5) interested students sign the Club Commitment Form.
  - No club or organization shall obtain or maintain official recognition status if discriminating on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, or veteran status with aspect to it’s membership, programming, or operations.
  - The purpose or purposes of a club or organization must not conflict with the educational functions or established policies of the University.
  - The purpose and/or function of an organization seeking official recognition CANNOT be duplicated if it already exits.
- The Student Activities Office along with the Student Government Association (SGA) will review the Club Commitment Form and rule if the club or organization may proceed in the application process.
- Once the Club Commitment Form is approved, the Student Activities Office will work close with the students of the proposed student club or organization to develop a Constitution for the group.
- At this time, the club or organization must appoint and an advisor. (An advisor may need certification depending on the degree of risk according to Risk Management).
- Once the Constitution is complete, the SGA will review the document. If any changes are needed, the document will be returned with recommendations from the SGA. If no changes are needed, the SGA will approve or disapprove.
- The SGA President and Student Activities Office will sign the constitution for approval, giving the organization official recognition.
- After approval, the club or organization will meet with the Student Activities Office and review the University’s manual on “Policies and Rules for Student Organizations.”
- In order to maintain official recognition, the club or organization must do the following:
  - Follow the University’s manual on “Policies and Rules for Student Organizations.”
  - Complete two (2) campus events every academic year.
  - Complete two (2) community events every academic year.