

New Club Workshop Process

Step 1: Notification of Interest

- Students should visit the Office of Student Activities and discuss their intention of their club or organization. You can reach the Student Activities staff via email at studentactivities@stonybrook.edu

Step 2: Registering Your Potential Club or Organization

- Students will visit the Student Activities webpage and register the entire executive board via the club registration link <https://naples.cc.sunysb.edu/OSA/StuActivities.nsf/regclubapp>

Step 3: Verification and Access

- Student Activities will verify that your club or organization mission is clear and not duplicated.
- Student Activities will verify that all executive members meet University requirements.
- Executive members will be added to the Student Activities Blackboard page and will be granted access to the online workshop and test

Step 4: Completion of Workshop and Test

- The workshop can be taken at the group's leisure.
- All executive board members must score a 50 or higher on the exam.

Step 5: Submit Club Constitution

- Email your club constitution to The Office of Student Activities.

Step 6: Final Review

- A New Student Group Committee will review your club or organization's category status, funding options, and campus intentions.

Step 7: Approval

- Potential new clubs and organizations, their faculty advisors, and their program advisors will receive an email regarding the status of your club or organization.