



How to Establish a Student Club



1.

Initiation

Step 1: Application

 3 Initiators +  20 Co-signers +  1 Club advisor
Submit an Application Form and List of co-signing students to the **Office of Student Affairs (OSA)**

Step 2: Review

>> Committee Review (applicants **brief presentation**)

>> Approved → Trial Period

only approved proposals may proceed to the trial period. Proposals that duplicate existing clubs or conflict with university principles may be rejected.

2.

Trial Operation (6 Months)

Hold a **Preparation Meeting** (within **3 weeks** after approval):

>> To 1. Approve Constitution 2. Elect president and leaders

>> Submit the meeting minutes, constitution, and leaders list to the OSA.

>> Trial Student Club ( *Trial clubs cannot apply for university funding.*)

During the **six-month trial period**

 **3+ Activities**

 **20+ Students Each**

 **Reports & Attendance Sheets** submit to OSA (after Each Activity)

Activity Implementation & Outcome Report

3.

Before the Activity

 **7-14 Days Before the event**
Submit the Activity Application Form to the OSA

 *Activities without prior approval will **NOT** be counted.*

After the Activity

 Within **14** days after the event
 Outcome Report +  Advisor Signature +
 Attendance Sheets →  Submit to OSA

 *Activities without an outcome report will **NOT** be counted.*

After the trial period ends, fill out the Trial Period Activity Outcome Summary Report, obtain the club advisor's signature, and submit it to the OSA.

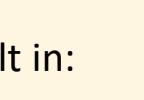
4.

Official Registration

The Student Club Review Committee will review the documents, and club representatives will give a **3-5 minute presentation**.

 **Approved:** Officially registered as a Formal Student Club

 **Not approved:** Application documents returned



Notes

Relevant forms and templates are available on the Division of Extracurricular Activities website

-  Serious violations during the trial period may result in:
Cancellation of eligibility for official registration
-  Clubs that fail to become formal clubs within **2 years**:
May not apply for a similar trial club again within **6 months**

