Starting a New Organization (Recognition Process)

Official recognition by Howard University is a result of recommendations by the President of the Howard University Student Association, the Director of Student Activities and the approval of the Vice President for Student Affairs. Organizations of a religious nature require the recommendation of the Dean of the Chapel. Recognition in no way implies University endorsement or sponsorship of such events or activities. Recognition simply acknowledges the existence of an organization composed of at least ten (10) Howard University Students, consistent with the objectives and philosophy of the University and meets an expressed need of the students. Your club will not be recognized until all portions of the application are submitted and approved.

Recognition Packet

The petition for recognition packet should include the following:

1. A Petition Form
2. At least 10 signatures from Howard University students
3. A letter of support from Dean/Department/National organization
4. A letter of intent from your on-campus Advisor
5. A student organization Advisor Agreement Form
6. Copy of the Constitution and By-laws

Maintaining Organization Recognition

In order to maintain official status as a recognized organization on campus, the head of each organization needs to ensure that the following documents are updated and on file with Student Life and Activities:

- Annual Report (Every May 1\textsuperscript{st} )
- Census Report (Every May 1\textsuperscript{st} )
- Membership Roster with ID Numbers of each member (Every May 1\textsuperscript{st} )
- Collegiate Link (Every May 1\textsuperscript{st} )
- Mid Annual Report (Every January 1\textsuperscript{st} )
- Advisors Agreement (Submitted Every May 1\textsuperscript{st} and updated if advisor changes)

Reactivation Procedures

1. A letter of interest to reactivate an organization must be submitted to the Director of Student Activities.
2. A Petition Form with the signature of ten (10) currently enrolled Howard University Students, in good academic standing (five must be members of the organization), must be submitted to the Office of Student Activities in support of reactivation.
3. The organization's original constitution in file in the Office of Student Activities should be reviewed by that office as well as by the student requesting reactivation. If the group petitioning reactivation has no changes for the existing constitution, reactivation is almost automatic. If the group wishes to make changes to the document on file in the Office of Student Activities, the reactivation process will commence pending a review of the proposed constitutional changes.
4. Immediately upon approval for reactivation, the organization must submit a Census form to the Office of Student Activities.