



## How to Start a Student Organization at Carl Sandburg College

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1. Request a meeting time with Coordinator of Student Life, Genny Stevens to discuss your ideas for a new student organization at Carl Sandburg College. Stop by Building B, Room 56, contact by phone at 309.341.5332 or by email at [gstevens@sandburg.edu](mailto:gstevens@sandburg.edu) to schedule a time.
2. Find at least five students committed to serving the new organization.
3. Find a faculty or staff member to serve as your advisor.
4. Fill out the “Registered Student Organization” form and submit to the Student Life Office.
5. Create a Constitution with assistance from your other members and your advisor. Turn in the proposed constitution to the Student Life Office. *The Student Life Office can provide you a constitution checklist to make this process easier!*
6. Student Government Executive Board will give final approval for your organization and notify you. You will then be able to submit proposals to SGA for funding! SGA meets twice a month each month during the academic semester.