

Starting a New Student Organization at BUSPH

All officially recognized student organizations at Boston University School of Public Health must have a mission relevant to the field of public health/ public health education. In applying for recognition to become an official student organization at BUSPH, students must work with the Office of Graduate Student Life to ensure that the mission of the organization is unique, and cannot be served by an already existent BUSPH student organization.

Starting a New Organization

1. [Complete the new student organization request form](#)
2. Submit a constitution along with the application form. [View a sample constitution.](#)
3. Submit a membership roster with signatures (at least 10 members)
4. *Must have a President, Treasurer and an Advisor
5. Assistant Director, [Ashley Leonard](#) will review the application and invite the student leader/s to a meeting to discuss goals/mission and resources.

Organizational Review Period

Pilot Process

- It is normal practice at SPH for our student organizations to start off as a pilot to ensure their sustainability beyond one semester or academic year.
- We use the time as a pilot to meet and support the group to build a foundation for a successful and long standing student organization. The pilot period could be a semester or a year dependent on the work and support of the student group.
- The key to a successful pilot is to build membership, create a solid executive board and collaborate with existing student organizations on programming.
- At the end of each semester, Ashley will meet with the group to reconnect and talk about progress, goals, programming and together decide the best course of action to move forward.

Resources/Budget

- Irrespective of status (pilot/student orgs receiving full recognition at SPH) all student groups have access to the same support resources through GSL. I.E ability to host events, advertising support, request rooms, supplies, tabling etc.
 - Resources for SPH student organizations can be found [here](#).
- Pilot groups are able to put in a budget proposal and submit to GSL if seeking funds to support a program/event.
- Pilot groups are encouraged to collaborate with other student groups or seek funding from [school mini grants](#)/departments.

Recognition & Approval Process

- If and when pilot requirements are met, we will then begin the formal registration process as well other important aspects of student organization operations.
 - Leaders must be in good academic standing
 - Design and curate Org's Webpage with personalized content

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- Receive a sponsored Student Organization Email Address (bu.edu)
- Review eligibility for funding
- Assign executive board members to attend New Student Organization Orientation

If you have additional questions about the New Student Organization process, you may contact Ashley at aleonar@bu.edu.