
NEW STUDENT ORG RUBRIC

Every year, the Student Activities Office opens up the New Student Organization Form for interested BU graduate and undergraduate students to apply for recognition as an official student organization. The rubric below is meant to give students a better understanding of what SAO prioritizes when deciding to recognize a group.

Starting a New Organization

Please refer to the “Starting a New Group” section for more information.

Evaluation Process

This rubric is used by professional staff when reviewing new student organization applications. We individually evaluate each application using the criteria below as a guide and then come together to a shared decision. Oftentimes, there is not an immediate clear approval or rejection, but rather we ask groups to communicate with other similar or overlapping groups, or elaborate or clarify on certain points in their application. With this in mind, stay up to date on your email and communicate with the SAO team in a timely manner.

	Highly Recommend	Might Recommend	Would Not Recommend
Mission Statement and Community Value	<ul style="list-style-type: none">• Mission statement is wholly separate, different, and unique from all existing organizations• Organization meets a significant need on campus, and will have a strong, positive impact on the community	<ul style="list-style-type: none">• Mission statement is similar to existing organizations, but approaches the overall topic and statement from a different angle• Organization meets a need on campus, and will have a moderate to positive impact on the community• Mission may be able to be accomplished without being a recognized student club or organization	<ul style="list-style-type: none">• Mission statement is identical or very similar to an already existing organization• Minimally or does not fulfill a need on campus, and will have no or negative impact on the campus community• Is a university/faculty/staff initiative or office• Mission heavily relies on coordinating internship opportunities• Sole purpose is to generate profit• The safety and wellbeing of students, or the reputation of BU, is at risk

Constitution and Organizational Management	<ul style="list-style-type: none"> • Constitution is detailed, organized, and captures the essence of the organization and sets reasonable expectations of its club members and executive board members • Organizational structure is aptly suited to the needs of the organizational mission, and will position the organization to achieve its mission and sidestep potential problems 	<ul style="list-style-type: none"> • Constitution outlines the general needs and expectations of the club and its members • Organizational structure is generally suited to the needs of the mission statement • Overall constitution and organizational structure may have some inefficiencies and errors 	<ul style="list-style-type: none"> • Constitution does not outline general needs and expectations of the club or organization • Organizational structure is inefficient and unorganized • Overall constitution and organizational structure needs extensive work and restructuring
Longevity	<ul style="list-style-type: none"> • Highly likely to maintain long-term relevancy and a positive impact on campus • Organization is likely to grow even after the graduation and departure of its founders 	<ul style="list-style-type: none"> • Moderately likely to maintain long-term relevancy on campus • Organization may be focused on a specific topic that is unlikely to keep the interest or demand of the student population • Organization may or may not grow after the graduation and departure of the founders 	<ul style="list-style-type: none"> • Will become irrelevant to the campus community after 1-2 years • Organization is likely to shrink/dissolve after the graduation and departure of the founders
Organization Goals and Planning	<ul style="list-style-type: none"> • Clearly defined and appropriate short-term and long-term goals • Plans for achieving these goals are practical and reasonable • Probable challenges have been considered and addressed appropriately • Evidence of past successful meetings and or events before official recognition 	<ul style="list-style-type: none"> • Some specific, articulated short-term and long-term goals • Plans to achieve goals are mostly realistic, with some elements that are impractical or challenges • Some obstacles have been considered, but major challenges have not been addressed • Some events and meetings have been executed, with limited success • Have already attempted contacting similar groups to differentiate mission and/or collaborate 	<ul style="list-style-type: none"> • No specific, articulated short-term or long-term goals • Plans to achieve goals are unrealistic • Probable challenges are not addressed • No events or meetings organized or executed • Organization members are not expected to take on roles that require professional expertise or documentation (ex. counseling)