

NEW STUDENT ORGANIZATION CHECKLIST

Complete each step in the following list in order to become an organization recognized by Trine University Student Government, which includes a \$350 start-up fund!



PRESENCE PROCEDURE

- Full name of organization
- Abbreviation of name
- Organization description
- Primary contact
- Logo/cover image



CAMPUS RESPONSIBILITIES

- Present new organization at the Student Government General Body meeting for approval
- Receive approval email with attached resources from Assistant Director of Student Leadership

FUNDING FORMAT

- Review updated Budget Guidelines document and Budget Request form
- Schedule meeting with Treasurer to review financial procedures
- Talk to Chief of Staff about fundraising strategies