HOW-TO START A STUDENT ORGANIZATION

Starting a new organization is an exciting first step to making a difference on campus. New organizations can be established throughout the academic year. To be listed as a recognized student organization at the University of South Carolina, you must register with the Leadership and Service Center.

New vs. Reactivating

A new organization is a brand-new organization that has never registered before. This means they don't have any existing information/files within our system and are starting from scratch.

A reactivating organization is an organization that has been registered before but has become inactive. This means they have existing information/files within our system and are not starting from scratch. The process for a reactivating organization is slightly different from a new organization because there is already information for the group in our system.

To find out which type your organization is to register it, fill out our New Student Organization Intent Form and we will let you know.

Process for Starting

To start an organization on campus, first take the time to investigate if the organization (or a very similar organization) already exists on campus. We ask that you do this to prevent duplicative organizations and make sure you understand what will be required of you as the group organizer.

Ideally, any new organization will offer something new or different to interested students. If there's already a group that's quite similar to the one you're considering, discuss your idea with the existing group to see if you can combine forces.

Please also make sure that no active organization already exists that has the same name as the organization you are trying to start. We do not allow organizations with the same name as another to register to prevent confusion about which group does what. If your organization has the same name as another, we will ask you to change the name in order to register.

Step 1: Intake Form

To start the process to get your organization registered, fill out our New Student Organization Intent Form (https://garnetgate.sa.sc.edu/submitter/form/start/430984) by logging into Garnet Gate with your own personal USC username and password (the same one you use for Blackboard, the WiFi, etc.). Completing this form helps us learn more about the organization you want to start on campus and ensures that we send you the most useful resource guide. Please note that only students at the University of South Carolina can start a student organization.

Your form will be reviewed by a staff member within the Leadership and Service Center and you will be emailed with the appropriate resource guide to start your organization.

Step 2: Follow the Resource Guide

After you've filled out the intake form and it has been reviewed by a Leadership and Service Center staff member, you'll receive a resource guide that will detail every step you need to complete and the link to register. **Please make sure you completely read through the guide so that you understand the steps you need to complete. The number one way to slow down your organization's registration is by not reading the guide and completing the process incorrectly.**

Please use the Resource Guide that will be sent to you has information specific for your type of organization and access to the registration link.

Step 3: Submit Online Registration Form with Requirements

After gathering all the information needed to complete your registration (detailed in the steps in your Resource Guide), you will complete the actual registration form on Garnet Gate. Your Resource Guide will have the specific link and instructions on how to do this. Some things to keep in mind:

➢ Follow the instructions in the Resource Guide to complete the registration form properly. You don't want to get denied and have to resubmit because you listed the wrong information when you could've done it correctly the first time.

➢ We recommend you have all the information you need on-hand before you start the registration form. This way you won't have to stop the form midway and forget to complete it or have to redo it. If you do start it and need to access it again you can do so by visiting your submissions located under your profile icon.

➢ When you reach the end of the registration form, make sure you click the blue "Submit" box at the end. If you don't click "Submit", we will never see your registration!

Once you click the blue "Submit" box, the registration will be sent to us. The Leadership and Service Center will review the registration and process the submitted information. **Please note it does take us some time to process and review your registration since we have to review every component.** If you haven't heard from us in a week, please free to reach out to the Leadership and Service Center via email to check the status of your registration.

Step 4: Acceptance/Denial of Registration

If your registration is "denied" or "not approved", this means something was wrong with what you submitted. This **does not** mean that your organization is permanently denied, you're just denied until you resubmit. To resubmit, log back into Garnet Gate and make the requested edits that were listed in your denial notification. If you have any questions about what you were denied for, feel free to reach out to the Leadership and Service Center for more information. Some common denial errors are:

➢ Listed USC or University of South Carolina in your organization's name and is not an Associated Student Organization

➢ Did not list USC emails for members or members' first and last names

The biggest thing to remember is that if you receive a denial, resubmit as soon as possible (within two weeks), so we can continue processing your registration.

- o Once we've reviewed your registration and everything listed meets our requirements and is correct, we will send your registration to be signed by our department head and get its final approval. Once it's signed, you will receive an email with your official approval letter along with final instructions.