

## Step-by-Step Guide to Starting a New Student Organization at Appalachian State University

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**Step 1:** Review the [club directory in AppSync](#) to ensure that the organization does not already exist at Appalachian State.

- If the organization already exists, stop by Club Hub in 219 Plemmons Student Union to discuss how to get involved with that group, or contact the club president directly.
- If the organization does NOT exist, continue to step 2.

**Step 2:** Complete the online [New Student Organization Chartering Packet](#) located in AppSync.

- A complete chartering packet includes the following:
  1. Charter Application (including the name and purpose of your organization)
  2. Membership Roster (including the contact information for at least 10 members)
  3. Student Organization Advisor Agreement Form
  4. Student Organization Constitution (see Club Council website for constitution requirements and a sample)

**Step 3:** Submit your completed chartering form online through the Club Council portal in AppSync.

**Step 4:** Interview with Club Council

- After your chartering packet is received, the Vice-Chair of Club Development for Club Council will contact the club president listed on the membership roster to schedule a 15 minute interview with the Club Development Committee of Club Council.
- The Club Development Committee is comprised of four Club Council members who will review your chartering packet and ensure that you have all necessary material. The club president and no more than three additional members are invited to the interview.
- After the organization meets with the Club Development Committee, the committee will make a recommendation to the full Club Council for approval of your group to become an official student organization at ASU.

**Step 5:** Register your Student Organization with CSIL

- After your organization is approved by Club Council, you must register your group with the Center for Student Involvement and Leadership (CSIL).
- Once your organization is approved by Club Council, CSIL will create a portal in AppSync for your group. From there, the President must login to AppSync and complete the registration form by clicking “Update Now” in the portal.

**Student organizations are required to renew their registration with CSIL on an annual basis. Any time your club has an officer change or new members join, you must update your membership roster in AppSync.**

*Questions? Contact Kylie Stamm, CSIL Graduate Assistant, at [stammkr@appstate.edu](mailto:stammkr@appstate.edu) or stop by Club Hub in 219 Plemmons Student Union.*