



Club/Organization  
Petition  
Application



Students are encouraged to join or start a Club/Organization for academic, athletic, cultural, political, religious or social purposes as long as they are keeping with the philosophy and objectives of the College Mission here at FSW.

**The following steps outline the process for petitioning for a New Club/Organization at FSW:**

1. Obtain a New Club/Organization Petition Application from the Office of Student Engagement at your campus or center.
2. Locate and secure an Advisor (must be a full-time FSW Faculty/Staff member).
3. Establish the Executive Board Members, utilizing the Executive Board Roster Form online.
4. Draft the Club/Organization Constitution in Word. (Obtain **template** from **Student.Engagement@fsw.edu**)
5. Email the completed Club/Organization Petition Application along with the other supporting documents listed above to the Office of Student Engagement for review.
  - a. **NOTE:** If the New Club/Organization Petition Application and Constitution are incomplete they will not be accepted which will delay the review process.

**What happens after submission?**

1. If the New Club/Organization Petition Application and Club/Organization Constitution are in proper format, grammatically correct and are not in conflict with the College's Student Code of Conduct, the application will be reviewed by the designated Student Engagement staff member. The review time varies depending on the current events of the semester.
2. If approved, the Advisor and E-Board members will need to complete Club Orientation.
3. After completing Orientation, the club will be instructed to complete the paperwork for an Account.
4. All Club/Organization forms must be completed and submitted to the Office of Student Engagement fourteen (14) calendar days after the club has been approved.



Organization Name: \_\_\_\_\_

Please check one of the following, which best suits your Club/Organization genre:

☐ Academic ☐ Athletic ☐ Cultural ☐ Political ☐ Religious ☐ Social

If this club/organization is similar to another currently active, provide name of club(s) and explain how this new proposed club/organization would differ:

What is the Mission for this Club/Organization?

What is the Purpose for this Club/Organization?

What are the Goals for this Club/Organization?

How will this Club/Organization benefit the FSW community as a whole?

