# To start a new student group, follow the steps below:

### **Before you start:**

Check the UWSOM [Student Organization Directory](http://www.uwmedicine.org/education/Documents/Student%20Orgs%20Directory-website.pdf) to see if a group already exists at UWSOM. If it does, contact the leaders to find out how to get involved.

* If you are a non-Seattle based student looking to start a new group, contact the MSA at your site.
* If you are a non-Seattle based student looking to join an existing group, contact the leaders of the group to learn how you can participate from your WWAMI site.
* If you are a non-Seattle based student and want to form a branch or chapter of an already-existing student organization, contact the leaders of the group to talk about how this structure will work for the particular student organization you are interested in.

**For Seattle students forming a new student organization:**

### **Step 1:**

Contact Emily Slager, eslager@uw.edu, to discuss your idea for a new group. This way, she can be aware that a new group is in the formation stage and can be a resource as it gets set up

**Step 2:**

Create a constitution. Emily will send you a couple example template to help in this endeavor.

## **Step 3:**

Write out the following descriptions for your group:

* The name and acronym for your group
* A 2-3 sentence description of your group
* A brief description on why you believe this group will be sustainable over time and how it will remain viable to the UWSOM student community.
* Your group’s faculty advisor and their e-mail address
* Your group’s student leaders – names, e-mail addresses, and positions
* Your group’s website, Facebook page, etc.
* Any affiliation your group has with a state or national organization

## **Step 4:**

Send the constitution and written description to Emily Slager via e-mail.

## **Step 5:**

Emily will send your proposed constitution to the Seattle MSA (Medical student association) for approval.

## **Step 6:**

After the MSA reviews and votes on your new student organization, your group is now considered a UWSOM-affiliated student organization. Emily will follow-up with the new group leaders with several resources.

## **Step 7:**

Your group may choose to become a Registered Student Organization with UW Main Campus. To do this, you will need to register with the Student Activities Office on upper campus and attend a 1 hour orientation session. Your group must register as an RSO every year before October 31st. <http://depts.washington.edu/thehub/sao/rso-registration/>