

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

Before you start:

Check the UWSOM [Student Organization Directory](#) 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 Edmel Ronquillo, redmel@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. See example 'organization constitution templates' [here](#).

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 (if applicable)
- Your group's website, Facebook page, etc. (if applicable)
- Any affiliation your group has with a state or national organization (if applicable)

Step 4:

Send the constitution and written description to Edmel Ronquillo via e-mail.

Step 5:

Edmel will send your proposed constitution to the Seattle MSA (Medical Student Association) for voting and approval.

Step 6:

After the MSA reviews and votes on your new student organization, your group is now considered a UWSOM-affiliated student organization. Edmel 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/>