

PURCHASE STUDENT GOVERNMENT ASSOCIATION
COUNCIL OF CLUBS & ORGANIZATIONS
HOW TO START A SERVICE

A Service's mission is to provide an essential resource for the entire campus community. A Service's budget is derived from the Mandatory Student Activity Fee.

STEPS TO BECOMING A SERVICE

Before you get started: Contact the Coordinator of Clubs, Organizations & Services (psga.cocoas@purchase.edu) to make sure your idea complies with PSGA policies.

Step 1: Hold a general interest meeting to gauge student interest.

Step 2: Get 150 signatures from Student Activity Fee-paying students who support your club. (Note: These people are not necessarily pledging to join the club, they are just supporting your right to start one.)

Step 3: Create a charter and decide who will be on your executive board (president, vice president, treasurer, and secretary) and submit it to the Coordinator of Clubs, Organizations, & Services.

Step 4: Create a budget detailing the potential costs of your Service and submit it to the Coordinator of Clubs, Organizations, & Services.

Step 5: Write a proposal addressed to the Student Service Board and submit it to the Coordinator of Clubs, Organizations & Services.

Step 6: Present your charter, proposal and budget to the Student Service Board for their approval. A majority vote (greater than 50%) will be required to pass the proposal.

Step 7: Present your charter, proposal and budget to the PSGA Senate for their approval. A majority vote (greater than 50%) will be required to pass the proposal.

Name_____

Service Name_____

Purpose of Service_____

Contact Email_____

Contact Phone Number_____

PETITION TO START A SERVICE

Name of Service _____

Print Name	Signature
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