



Office of Student Involvement

How to Start a Club

The enrollment process to apply as a New Organization begins in mid-October and lasts until late January. Please reach out to the OSI for updated information.

☐ Explore Existing Student Organizations

- First, check **WesNest**, Wesleyan's student-group management platform, to see if a club like yours already exists or something similar.
- The duplication of a similar org will result in a denied application.

☐ Decide the Type of Club

There are *formally recognized groups*, *informal groups*, and *club sports*. Each has different requirements:

- Formal: (*Includes Club Sport*) Minimum 7 members (Must include a Primary Contact, a Financial Manager, and Event Coordinator) and one faculty/staff advisor.
- Informal: At least 5 members (Must include a Primary Contact, Financial Manager, and Event Coordinator).

☐ Attend the "Light the Torch" Workshop

- You need to attend a "Light the Torch" workshop hosted by OSI (Office of Student Involvement) + the WSA Community Committee (CoCo).
- This training is available during open enrollment periods.

☐ Draft a Constitution

- Use the **constitution template** provided by OSI found in the Club Leader Manual.
- Clearly articulate your mission, membership rules, leadership structure, and how decisions are made.

☐ Write a Mission Statement / Description

- Prepare a brief description of what your club will do, why it matters, and who it's for. OSI will ask for this.
- Be ready to explain your plans in your registration application.

☐ Register Your Club on WesNest

- Go to the “Register an Organization” section on WesNest. This will be your application for approval.
- Be prepared to explain how you'll manage risk (especially if you're planning events or travel).

☐ Plan for Funding

- Once recognized, formal groups can apply for funding through the **Student Budget Committee (SBC)**.
- There's also an OSI Programming Fund for additional support for formal and informal groups.
- Make sure your financial manager understands how to submit requests and handle reimbursements.

☐ Manage Club Equipment / Gear

- If your club needs equipment, identify a storage plan. OSI does not offer storage space.
- If you buy gear with club funds, it should remain with the club, not individual members.

Once approved, you must:

Re-Register and Maintain Your Club

- ☐ All groups must attend “Pass the Torch” Training in the Spring.
- ☐ Formal Groups must attend Club Leader Training in the Fall.

- Re-register every spring. OSI requires active groups to re-register, or they will become inactive the following semester.
- Keep your WesNest page updated: roster, constitution, meeting minutes, events.
- Plan for leadership transitions: train new officers, document processes, and save important documents in WesNest.