

**Creating a Student Group or Organization**

**First Steps:**

1. Review current student organizations at the School of Education and Human Development (EHD): <https://education.virginia.edu/student-organizations>
2. If you do not see a group or organization like the group you want to start, begin by answering the following questions:
   1. What is the purpose of your student group?
   2. Who can be a member of your group?
   3. What type of structure will your group have – President/Vice-President, Executive Committee, or collective leadership?
   4. Will you charge a fee for membership?
   5. How will students join your group – by election, signing up, or expressing interest via sign up form or list serv?
   6. What type of activities or engagements will you offer?
   7. How will make sure your student group is sustainable after you graduate?
3. After you answer these core questions, the next important step is to identify how you receive funding. You can register to become a CIO through UVA or you can discuss funding options with Student Affairs at EHD.
4. Reach out to Student Affairs to discuss your student group and ways to market to new and current students.
5. Plan your first event or meeting to engage your members!

**Best Practices:**

1. Consider making your group accessible by not requiring membership fees.
2. Think about offering events and meetings at various times – many of our students take evening classes or work (or are in an internship) during the day.
3. Plan for online students to be a part of your group by offering meetings on Zoom and events online.

**FAQS:**

1. Can any student start a student group at the School of Education and Human Development?
2. Does my student group need to be a CIO?
3. How much time does it take to create and sustain a student group?

**If you have additional questions, please contact:**