

Process for starting a club

Whether by leading existing clubs or creating new ones to promote a more inclusive community, Kellogg students are encouraged to contribute to the club ecosystem.

If you would like to start a new club at Kellogg, please follow the steps below. For assistance, please reach out to ksa-clubs@kellogg.northwestern.edu

- Step 1:** Students first approach leadership of existing clubs to see if they can fill the required needs / interests of the group
- Step 2:** Students submit the [Club Application](#) to the KSA Clubs Team (ksa-clubs@kellogg.northwestern.edu) by the **7th week of every quarter**
- Step 3:** KSA Clubs Team reviews applications during the **8th week of every quarter** and collaborates with students to determine readiness for evaluation by KSA Exec
- Step 4:** Club leadership presents to KSA Exec during the **8th and 9th weeks of every quarter**. KSA Exec evaluates application based on alignment with Kellogg's purpose and stated need
- Step 5:** If approved, the club will be granted "trial club" status **beginning the following quarter** and will go through a trial period of **one year** from the time of approval. If not approved, students can re-apply by the following quarter's application deadline

Trial Club Evaluation Criteria

The club must comply with the criteria below **in order to transition into a full club** the following year.

Criteria	Details
Duration	Trial period will last one (1) year from club approval
Leadership	At least three (3) different students to fill each of these roles: President/Co-president, VP Finance/Treasurer, VP of Events/Social The club must have rising 2 nd year students in leadership positions at the end of the academic year in order to ensure the club's longevity
Membership	Membership (on CampusGroups) throughout the year must be at least 10 times the size of the executive team
Finance	No KSA funding will be provided during the trial club period. Clubs are free to request sponsorships from external parties (must abide by Corporate Sponsorship guidelines)
Operations	<ol style="list-style-type: none"> 1. Club must create website through CampusGroups containing at least the following: Mission Statement, Executive Team Profile, and Calendar of Events 2. Club must create a logo 3. Club leadership must attend all required KSA trainings 4. Trial club will be given access to CampusGroup, 25Live, and other Kellogg tools
Events and Attendance	<ol style="list-style-type: none"> 1. Minimum of three (3) events per quarter (open to Kellogg public on CampusGroups). At least one of those events must be co-hosted with another club 2. At least one solo-planned event must have attendance of at least 70 individuals 3. All events must have a 75% average actual attendance (number of students "Checked in" on CampusGroups over total number of students that RSVP'd)
Evaluation	<p>After one year, trial club must submit the following to KSA Exec for review:</p> <ol style="list-style-type: none"> 1. A self-evaluation based on its Alignment with Kellogg's Purpose (see application) 2. Attendance data on all its events (using CampusGroups)

If approved, the club will be granted "full club" status and receive access to KSA funding. If not, club will lose "trial club" status and must wait one (1) year before reapplying