

Registering a New Club or Organization

Step 1

- Decide on a name for your club or organization; write a mission statement and a constitution briefly describing your club's objective, purpose, rules, and regulation.
[Constitution](#) to include: How the club will function, the roles of each club officer, and how club officers are appointed to their positions.

Step 2

- If desired, find a mentor for your club or organization. The mentor should be current Utah Tech University faculty, staff, or an administration and serve to guide your club and keep you informed of Utah Tech policies and procedures. Your club mentor should not run the club for you.

Step 3

- Find a minimum of **5** members (including the Club Presidency: President, V.P., Secretary, and Treasurer [all 4 officers must be full-time Utah Tech students -- 12 credits or more]). The remaining 6 members must take a minimum of 4 credits at Utah Tech.

Step 4

- Complete the **“Student Club and Organization Charter Form”**
 - Sign in to BlazerLink by typing in your Digital ID Number and Password (if you don't have an account you must create one before you are able to proceed with this process).
 - Once you've signed in to BlazerLink, click on the **“Forms”** tab at the top of the screen.
 - Search for **“Student Club and Organization Charter Form”** and click the blue **Start** button. Provide the requested information and submit the form.

Step 5

- Your club is required to set up a BlazerLink “portal” to be fully established and recognized as a club or organization on campus:
 - Sign in to BlazerLink by typing in your Digital ID Number and Password (if you don't have an account you must create one before you are able to proceed with this process).
 - Once you've signed in to BlazerLink, click on the **“Organizations”** tab at the top of the screen.

- Click the “**Register An Organization**” button on the left of the page.
- Click the blue “**Register A New Organization**” button.
- Enter the requested information and submit your request.

Step 6

- Join the “**Utah Tech University Inter-Club Council Portal**” on BlazerLink.
 - Click the “**Organizations**” tab at the top of the home page of BlazerLink.
 - Search for “**Inter-Club Council**” and then click on it to access the home page of the portal.
 - Once you’ve opened the portal, now click the blue “**Join**” button.
 - You will receive an email notification when your membership has been approved.

Step 7

- Now you are ready to set up a time to present your potential club to the Club Council. Contact the Vice President of Clubs & Organizations at utsaclubs@utahtech.edu or visit the student government office room 200 upstairs in the Gardner Center.

Step 8

- Allow at least 24 hours after your presentation for your club’s Blazer Link webpage assessment and final approval from the VP of Clubs & Organizations and Assistant Director of Student Involvement and Leadership.

Step 9

- Once approved, start doing fun things as a club! Attend ICC to stay updated, participate in campus activities, complete service projects, and make sure to keep in touch with your club representative so we know all the great things your club is accomplishing!