

# Toolkit: How to Start a Random Acts Student Organization

1. **Find a friend or two who want to take the initial journey with you to organize the group.** This is something you can try and organize from the get-go on your own, but in our experience it is helpful to have a friend.
2. **Set-up: check with your school make sure a Random Acts group doesn't already exist,** and familiarize yourself with the school's **process and requirements** for campus clubs and organizations. Most campuses require the creation of a **constitution and bylaws document**. *We have a sample one available to get you started. Please make sure it meets the requirements of your school!*
3. **Recruitment: Post around campus and on all forms of social media** that you're forming a Random Acts group. **Create a Facebook page and/or Twitter account** so that people can join to get centralized messages from the group. *NOTE: Be sure to follow your school's policies regarding notices and social media.*
4. **Decide how you are going to communicate as a group!** You can do it via email, Twitter direct messages, or Facebook messages. We recommend that you **create two different threads. One for fun messages** (about things like fandom, book recommendations, and general life happenings), **and one thread for business messages.**
5. **Check-In with your RA regional rep** at [www.randomacts.org/regions](http://www.randomacts.org/regions) to tell them how it's going! You can also **contact the Random Acts Outreach team** at [outreach@randomacts.org](mailto:outreach@randomacts.org) any time for advice.
6. **Send a business message telling everyone it's time to meet!** You can chat in the message thread to find the best time, or even use a **free online scheduling system** like [doodle.com](http://doodle.com) to aid you in finding a time.
7. **It's now time to host your first meeting!** Read our "Running a Meeting" Toolkit for guidance on best practices for running a meeting.