



November 12, 2012

Dear Student Group Leader:

We're delighted that your student organization is interested in applying for chartered status with the CCSGA! Please complete and return the following application by **3PM on Monday, December 3<sup>rd</sup>** to [StudentGroups.CCSGA@gmail.com](mailto:StudentGroups.CCSGA@gmail.com). We will review your application and notify you of your organization's status by the end of block four.

**A. Responsibilities.** The CCSGA Constitution outlines requirements for chartered student groups.<sup>1</sup> Each chartered group at Colorado College must be fulfilling some sort of enriching or educational role for the campus, which is not already being accomplished by another chartered student organization. Additionally, each group must have an active faculty member or administrator as an advisor.

A chartered group must meet all the requirements for Recognition Status and maintain such status for at least one academic year. A chartered group must submit a charter application each academic year. Its membership and meetings must be open to the Colorado College community and it must adhere to the college's Conduct Policy and Anti-Discrimination Policy.<sup>2</sup>

Each chartered group must disclose any external affiliations, provide the constitution and bylaws of any such organizations with which it may be affiliated, and certify that all conditions for affiliation meet the standards of the college. It must maintain financial records for any funds awarded to it by the CCSGA or any other organization, and it must participate in any financial audits requested by the Financial Vice President and the Student Finance Committee. Additionally, it must adhere to the college's solicitation and fundraising policies. It must not enter into agreements or contractual arrangements, which use the college's name or insignia or make official reference to the college, its students, or campus organizations without first obtaining written authorization from the Constitutional Vice President.

**B. Privileges.** The benefits of attaining Chartered Status with the CCSGA are numerous. A CCSGA chartered organization is entitled to all privileges granted to recognized organizations. First, a chartered student organization is eligible to apply for an operational budget (although being granted chartered status does not guarantee any organization to an operational budget). In order to be funded, a Chartered Student Organization's proposed operating budget must be consistent with the purposes and goals

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<sup>1</sup> For more, visit <http://sites.coloradocollege.edu/ccsga/constitution-committee/constitution/>.

<sup>2</sup> Groups who exclude members for reasons of safety or because the group is a performance group are exempt from this requirement.

stated in the charter of the organization. CCSGA funding will only be awarded to groups and activities that enrich the campus. To solicit funds from CCSGA, contact Financial VP Stanley Sigalov. To learn about how to access your funding, contact Senior Accountant Joan Taylor.

Additionally, a chartered organization is eligible to: use “Colorado College” in its name, charge fees at its events (in accordance with college policy), and charge Central Services expenses to its budget code.

**C. Application Process.** If a copy of your organization’s constitution or bylaws is not included, then the organization will not be chartered or re-chartered. If you need assistance drafting or revising your organization’s constitution and bylaws, contact the CCSGA Student Groups Task Force at [StudentGroups.CCSGA@gmail.com](mailto:StudentGroups.CCSGA@gmail.com).

We are more than willing to work with you in the case of special circumstances. If you have any questions or concerns, do not hesitate to contact us at any time. We are happy to assist with any aspect of your application.

Sincerely,

Colorado College Student Government Association  
2012-2013 Clubs Task Force  
Contact: [StudentGroups.CCSGA@gmail.com](mailto:StudentGroups.CCSGA@gmail.com)

Elliot Mamet (Constitutional Vice President)  
Ryan Haas (Chair, Clubs Task Force)  
Chris Lesnansky  
Max Hittesdorf

**Name of Organization:**

\*Only chartered organizations may use “Colorado College” in their name

**Contact Person**

*Name:*

*Email:*

*Phone number:*

*Worner Box:*

*Position:*

**Please type answers to the following questions. Each answer should be less than 500 words.**

1. Is this the first time your organization has applied for chartered status with the CCSGA? If so, for how many years has your organization been recognized by the CCSGA?
2. What is your organization’s mission statement?
3. A chartered organization is one that the CCSGA recognizes is enriching to the campus. What has your organization done to enrich the CC community? What activities has your organization provided for the campus in the past year?
4. What other organizations would you like to work with this year?
5. The CCSGA requires that all chartered groups have a faculty advisor. Who is your advisor and what is her/her position on campus?
6. Please list your officers and their positions.
7. The CCSGA requires that all student groups have meetings and membership open to the entire campus. If your group is not able to comply with this requirement, please explain why below. Also, please include a letter from your advisor corroborating your statements.
8. Please include a list of your active members.
9. Please include a copy of your constitution or bylaws with this application.

Please complete and return the following application in .DOC or .DOCX format by **3PM on Monday, December 3<sup>rd</sup>** to [StudentGroups.CCSGA@gmail.com](mailto:StudentGroups.CCSGA@gmail.com).