



September 6, 2013

Dear Student Organization Leader:

Thank you for your interest in applying for recognized status with the CCSGA! Please complete and return the following application by **3PM on Monday, December 2<sup>nd</sup>** to the CCSGA office in the basement of Worner, or by emailing it to [CCSGA@coloradocollege.edu](mailto:CCSGA@coloradocollege.edu). We will review your application and notify you of your organization's status by the end of block four.

When filling out the following application, please keep in mind that the overall purpose of Colorado College Student Government Association (CCSGA) and its chartering and recognition process is to further the enriching and educational goals of the college.

Recognized student organizations are entitled to the following privileges:

- Eligibility to use college facilities, equipment, and services according to the published policies and procedures
- A listing in the Pathfinder
- Like all non-partisan student groups eligibility to apply for funding for their events from the CCSGA. (Recognized organizations benefit from the fact that the CCSGA is aware of their central focus, their purpose, and their history)
- After a year of Recognition Status, the eligibility to apply for Chartered Status

Be advised that applying for Recognized Status (the process you are doing right now) and applying for special events funding are two separate processes. Being granted recognized Status does not entitle any organization to CCSGA funds.

With these privileges, a Recognized organization has several responsibilities including:

- Its membership and meetings must be open to the Colorado College community
- It must adhere to the college's Conduct Policy and Anti-Discrimination Policy
- Once a year, it must submit a recognition application to the CCSGA
- It must disclose any external affiliations
- It must maintain financial records for any funds awarded to it by the CCSGA or any other organization
- 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 Internal Affairs Vice-President

All of these responsibilities are covered in the application, so please answer the questions thoughtfully and completely. This application is your way of telling CCSGA about your organization, so please take it seriously. Remember that an incomplete or inadequate application may be grounds for rejection.

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,

The Colorado College Student Government Association

*For more information, please contact Jake Walden at  
[jacob.walden@coloradocollege.edu](mailto:jacob.walden@coloradocollege.edu)*

**Name of Organization:**

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

**Contact Person:**

*Name:*

*Email:*

*Phone number:*

*Worner Box:*

*\*Please note that all student organizations affiliated with the CCSGA must be reachable by phone, email and Worner box to maintain their status.*

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

1. What is the purpose of your organization?
2. When and where does your organization meet?
3. Why does your organization wish to hold Recognized Status with the CCSGA?
4. How will your club benefit the college community?
5. The CCSGA requests that all organizations have a faculty advisor. Who is your advisor and what is his or her position on campus? If you do not have an advisor, please explain why here.
5. Please list your officers and their positions.
6. The CCSGA requires that student organizations have meetings and membership open to the entire campus (with exceptions). If your organization is not able to comply with this requirement, please explain why below. Also, please include a letter from your advisor corroborating your statements.
7. Please include a list of your active members.

Please complete and return the following application in .DOC or .DOCX format by **3PM on Monday, December 2<sup>nd</sup>** to the CCSGA office in the basement of Worner, or by emailing it to [CCSGA@coloradocollege.edu](mailto:CCSGA@coloradocollege.edu).