

## New Student Group or Re-Activating Inactive Group Procedures

Group Name: \_\_\_\_\_

**Below is a checklist for forming a new student group or reactivating an inactive group on campus:**

1. Find an Advisor: The advisor must be a permanent CCRI faculty or staff and serves as the supervisor of group and manages activities.
  - Advisor Name: \_\_\_\_\_
2. Develop a constitution: Purpose, goals and contributions to student life at CCRI should be defined. A model constitution is available at <http://www.ccri.edu/sg/>
  - A constitution has been developed
3. Recruit members. Each founding group must have 10 members, including officers. Officers must include a President and Treasurer. All officers are required to have a minimum of GPA of 2.5
  - A membership list has been created with CCRI ID #'s. Officers are identified on the list.
4. Schedule a meeting with the Office of Student Life and Student Government to review constitution, budget, group membership, and discuss the student group's mission/goals.
  - A meeting has been scheduled for: \_\_\_\_\_
5. Become recognized by the campus Student Government Senate. Groups will go before the campus senate and ask to approve the group's constitution and be officially recognized.
  - Contacted Student Government to be placed on their agenda for their next meeting.
6. Complete a mandatory Financial Procedures' training for your Advisor and Officers.
  - Advisor attended training and signed the 'Advisor Agreement to Serve' form
  - Officers attended training
7. Request a group fund number from the Office of Student Life
  - Group fund number is \_\_\_\_\_
8. Develop a short *Mission Statement* of your group for CCRI's Student Group webpage.
  - Mission has been developed
9. Student groups may request a budget request in April for the following academic year. Budgets are not guaranteed if the request is submitted after July 1<sup>st</sup> of the academic year funding is needed.

**The signatures below confirm that your student group completed the checklist and is now active.**

*Student Government Senate Representative:* \_\_\_\_\_

*Associate Dean of Student Life:* \_\_\_\_\_