

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. Create a budget: Estimate dollars needed to provide activities through the end of the academic year. Attach an itemized breakdown of how that money would be spent. Example: \$1,000 for conference in NYC; pinning \$1,500
 A budget has been created
4. 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.
5. 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: _____
6. 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.
7. 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
8. Request a group fund number from the Office of Student Life
 Group fund number is _____
9. Develop a short *Mission Statement* of your group for CCRI's Student Group webpage.
 Mission has been developed

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

Student Government Senate Representative: _____

Office of Student Life: _____