

CCa CALIFORNIA COLLEGE OF THE ARTS

Student Club & Organization

Congratulations!

Dear Student Leader,

If you are holding onto this form, you have just taken the first step to leaving your footprint here at CCA.

Yes, starting a new club or organization can be challenging, there will be hurdles and hoops to jump through. But you are bright and have learned that overcoming obstacles is a part of the college experience. It is your choice in attitude that makes all the difference.

We share a common purpose, which is to build a united and diverse community. If you are motivated and determined to see your club through so are we. I have an open door policy and I look forward to hearing from you.

Grace Lee
Student Development Coordinator
Office of Student Activities & Leadership Development

Rewards:

- Learn how to throw successful events within the CCA and greater arts community
- Meet others who share similar interests and expand your circle of friends
- Develop your leadership skills and talent
- Provide balance to the academic side of your life
- Become a community builder

Benefits:

- Support from the Office of Student Activities & Leadership Developments
- Obtain access to an array of resources including school space, event funds, equipment, etc.
- Sponsored events and receptions
- Exhibitions in the Student Galleries
- Representation on the Inter-Club Council
- Club/organization name recognition on the CCA website

Renewing a Charter

For returning student clubs/organizations, renewing your charter is an opportunity to show what you've accomplished during the previous school year and gain increased support in terms of resources and funding. If you have any questions or need assistance with the form email glee@cca.edu.

- Chronicle your successes. Based on an evaluation of your club/organization's previous year's activities, your **Renewed Charter Grant** will be determined. A first year Pilot Charter Grant is set at a \$150 limit per year for all new organizations, with a potential yearly increase of \$50 for every subsequent year of Charter renewal (up to \$150 additional/\$300 total) based on the set criteria of:
 - Community Involvement
 - Outreach
 - Membership Growth
 - Setting and Attaining Club/Organization goals
 - Attendance
- **NEW!** Gain additional funding by signing up for School Service! Your club/organization can earn an additional \$50 of School Service Grant funding each time members of your organization work as Student Helpers at one of six school wide campus events (\$150 limit).
- Set up a meeting with a Student Activities staff member to review your renewal application. To make an appointment email glee@cca.edu.

Your application will be reviewed and will either be approved or returned for changes. Once notified of approval your club/organization officially renews it's charter as a CCA student group!!!

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Student Club & Organization

Charter Renewal Form | 2009-10

All student clubs and organizations must complete their charter application form every academic year to be recognized by the California College of the Arts.

Name of Organization/Club: _____

Year Founded at CCA: _____ FA SP Current Charter Year: _____ FA SP

Mission of Organization/Club: _____

Category: (please mark one):

- Academic Athletic/Recreational Community Service Ethnic/Cultural
 Religious Social Pre-Professional Political/Social Awareness

Meeting: (please mark one):

- Date: _____ Time: _____ Campus: _____ Location: _____
 Monday AM Oakland
 Tuesday PM San Francisco
 Wednesday
 Thursday Frequency: _____ Both
 Friday Weekly
 Saturday Bi-Weekly
 Sunday Monthly

Primary Contact:

If other students are interested in joining your club, who should they contact?

Name: _____ E-mail: _____ Phone #: _____

NEW!!! OFFICIAL EMAIL (optional)

All Chartered clubs/organizations are now eligible for an official cca email address. To sign up list two address options below:

_____@cca.edu _____@cca.edu

MEMBERS (required a minimum of 5)

- | | |
|---------------|----------------------------------|
| Name: _____ | Title: _____ |
| E-mail: _____ | Phone #: _____ Student ID: _____ |
| ***** | |
| Name: _____ | Title: _____ |
| E-mail: _____ | Phone #: _____ Student ID: _____ |
| ***** | |
| Name: _____ | Title: _____ |
| E-mail: _____ | Phone #: _____ Student ID: _____ |
| ***** | |
| Name: _____ | Title: _____ |
| E-mail: _____ | Phone #: _____ Student ID: _____ |
| ***** | |
| Name: _____ | Title: _____ |
| E-mail: _____ | Phone #: _____ Student ID: _____ |
| ***** | |

Additional members can be added on a separate sheet of paper

ADVISOR (required a minimum of 1)

Responsibilities:

- Provide continued support and guidance to student group members.
- Attendance required at one meeting or event per semester.
- Are aware of the group's events, budgets and plans.
- All publications must be approved by the advisor (see publication approval form)

Name: _____

Staff

Faculty

E-mail: _____

Phone #: _____

Department: _____

Name: _____

Staff

Faculty

E-mail: _____

Phone #: _____

Department: _____

EVENTS (required a minimum of 1 school wide event per semester and an additional 2 events per year)

How many will the club/organization complete for the academic year?

Social/Recreational: ____

Community Service: ____

Educational: ____

Fundraising: ____

Projects/Initiatives: _____

PROPOSED BUDGET

Name of Event/Project: _____

Date: _____

Purpose: _____

Estimated Cost: _____

Name of Event/Project: _____

Date: _____

Purpose: _____

Estimated Cost: _____

Name of Event/Project: _____

Date: _____

Purpose: _____

Estimated Cost: _____

Name of Event/Project: _____

Date: _____

Purpose: _____

Estimated Cost: _____

Additional events/projects can be added on a separate sheet of paper

BASE FUNDING

Renewed Charter

If renewing your Charter what was your Club/Organization Grant for the previous year: \$_____

A first year **Pilot Charter Grant** is set at a \$150 limit per year for all new organizations, with a potential yearly increase of \$50 for every subsequent year of Charter renewal (up to \$150 additional/\$300 total) based on a yearly evaluation of the predetermined criteria below.

1. **Community Involvement**
2. **Outreach**
3. **Membership Growth**
4. **Setting and Attaining Club/Organization goals**
5. **Attendance**

If your club/org is renewing a Charter please explain in the spaces below how you have fulfilled each of the criteria below. We encourage any additional photos or other supplemental materials to illustrate your accomplishments.

Community Involvement:

Outreach:

Membership Growth:

Setting and Attaining Club goals:

Attendance: ******Please attach a minimum of 5 attendance sheets signed by all students present as well as 1 at least advisor present with date, time and location of each meeting and a summary of items discussed.**

ADDITIONAL FUNDING OPTIONS

In order to increase the amount of CCA subsidized funding your club/organization is eligible to receive, the Student Affairs department has provided these options in addition to any fundraising events you may organize on your own behalf.

Your club/organization can earn an additional \$50 of **School Service Grant** funding each time **3 or more members** of your organization donate their time to work as Student Helpers at one of the School events listed below (\$150 limit).

School Service (*check to sign up*):

- Holiday Lunch SF: Wednesday November 11, 2009
2 hour shift: 11am-1pm, 12-2pm,
- Holiday Lunch OAK: Wednesday November 18, 2009
2 hour shift: 11am-1pm, 12-2pm
- Holiday Food Drive SF/OAK: 11/2/09-11/25/09
Raise 20 lbs of food
- Holiday Fair OAK: Saturday December 5, 2009
2 hour shift: 9am-11pm, 3-5pm
- Spring Picnic SF: Wednesday April 3, 2010
2 hour shift: 11am-1pm, 12-2pm
- Spring Picnic OAK: Wednesday April 10, 2010
2 hour shift: 11am-1pm, 12-2pm
- Spring Fair OAK: Saturday April 24, 2010
2 hour shift: 9am-11pm, 3-5pm

See Student Affairs event calendar online for full event descriptions at www.cca.edu/students/.

MANDATORY RESPONSIBILITIES

- A minimum of 2 Student representatives must participate in the Chimeratopia Welcome Week Fair and the Inter-Club Council Meeting each semester.

STUDENT GROUP POLICIES & GUIDELINES

- Membership must be open to all California College of the Arts students.
- All club & organization members must be enrolled at the California College of the Arts.
- Must complete one service project per academic year.
- To remain in good standing Student Groups must annually renew their Charter by the 2nd week of the Fall semester.
- Unless specifically noted otherwise, the primary contact and advisor's email address and phone number on this form will be listed on-line and in print.
- Must participate in the Chimeratopia Welcome Week Fair and the Inter-Club Council Meeting each semester.
- Responsible for ensuring that any and all student group sponsored events abide by CCA policies (as stated in the Student Handbook), Federal, State and Local laws.
- Student groups shall not discriminate in practice against any person by reason of race, color, age, ethnic background, religion, or sexual preference.
- Student groups or any members thereof shall not conspire to engage in hazing or commit any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student or person attending the California College of the Arts.

We the undersigned, have read the policies concerning campus organizations and agree to conduct all organization with the regulation set forth.

Club/Organization President: _____ Signature: _____ Date: _____

Club/Organization Advisor: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Return Charter Application Form to:

Grace Lee | Student Development Coordinator

1111 8th Street, San Francisco, CA 94107

Office: 415-703-9591

Email: glee@cca.edu

Date submitted: _____ Approved: _____ Denied: _____ Charter Grant: _____

Checklist for Renewing Your Charter

Have you:

Held at least one school-wide event per semester and 3 total for the year?	<input type="checkbox"/>
Completed one community service project for the year?	<input type="checkbox"/>
Represented your club/org at the Chimeratopia Welcome Week Fairs with 2 or more members at each event?	<input type="checkbox"/>
Attended the Inter-Club Council Meeting in the fall and spring?	<input type="checkbox"/>
Reached out to new students to let them know about your club and events, either to incoming new students or students in different programs?	<input type="checkbox"/>
Increased the number of members since your last charter approval?	<input type="checkbox"/>
Held consistent weekly meetings?	<input type="checkbox"/>
Described on page 3 how you have fulfilled each of the 4 criteria?	<input type="checkbox"/>
Attached any documentation of your efforts (including photos, flyers, etc)	<input type="checkbox"/>
Attached sign-in sheets from 5 club/org meetings including all student names, advisor present, time, date, location and items discussed.	<input type="checkbox"/>