

# CCSGA and Funding 101

## CCSGA Members 2008-09

President: David Carlson  
Executive Vice President: Angela Cobian  
Financial Vice President: Connie Jiang  
Constitutional Vice President: Marie Blanc  
Vice President of Student Concerns: Becca Spiegel

## CCSGA Role Regarding Student Organizations

CCSGA is the governing student organization of Colorado College. Among the many responsibilities of CCSGA is to fund, recognize, and charter student organizations. The CCSGA is the primary funding source for on-campus events.

## **Recognition of Student Organizations**

Recognized student organizations are private affiliations of students and are not official components of the College. The Colorado College Student Government Association recognizes them simply for receiving standard privileges afforded to groups that adhere to campus policies and wish to meet on campus. Examples of recognized student organizations might be partisan political groups or religious sectarian groups.

## **Requirements for Recognition**

1. Make meetings open to Colorado College community. 2. Adhere to Colorado College Conduct Code expectations as stated in the College's publications. 3. Submit a recognition application annually by the first Wednesday of Block III to become effective by the spring semester and by the first Wednesday of Block VII for the coming academic year. A list of current membership must be attached. 4. May not require dues for membership 5. Disclose any external affiliations; provide the constitution and bylaws of any such organization with which it may be affiliated; and certify that all conditions for affiliation meet the standards of the College. 6. Maintain a mailbox in the Worner Center. 7. Maintain financial records for special project fund awarded to the organization. 8. Observe Colorado College socialization policy with regard to fund-raising activities on and off campus. 9. 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 CCSGA Council Constitutional Vice-President.

## **Privileges of Recognized Student Organizations**

1. Eligible to use College facilities, equipment and services according to published policies and procedures. 2. Eligible to apply for funding from the Colorado College Student Government Association in support of non-partisan, non-sectarian religious special projects under stated funding guidelines. Funded projects may be advertised through the establishment of College procedures.

## **Chartering of Student Organizations**

A chartered organization is certified based on its constitution and bylaws as being an organization

with goals and activities that are compatible with the educational purposes of Colorado College. A chartered student organization has the option of using the College's name in its title.

### **Requirements for Chartering a Student Organization**

1. Meet all of the requirements for chartered organizations on the Colorado College campus. 2. Submit charter application annually, by the first Wednesday of Block IV or the first Wednesday of block VII. 3. Cannot be granted chartered status unless organization has been recognized for at least one year. 4. Submit a constitution and bylaws (if applicable) to the Colorado College Student Government Association for approval. At the minimum, the constitution should include the organization's purpose, anticipated activities, and a statement concerning how the organization's purpose contributes to and supports the goals of Colorado College as a liberal arts institution. 5. Must maintain records of all financial transactions and submit to a financial audit once a year on the request of the Colorado College Student Government Association Council. 6. Make membership and meetings open to the Colorado College community. 7. Limit membership to Colorado College students, faculty, and staff. 8. Provide an opportunity for service and involvement not offered by an existing chartered group. 9. Annually confirm with the Colorado College Student Government Association its intention to continue chartered status with an updated constitution, bylaws, and current goals, by the first Wednesday of Block III. By the second week of Block I the following fall, a list of current officers who are responsible for the organization's operation on campus and a current member list must be provided. 10. Maintain a student organization mailbox located in the Worner Center.

### **Privileges of Chartered Colorado College Organizations**

1. Eligible to use College facilities, equipment and services according to published policies and procedures. 2. Eligible to charge fees and solicit funds in accordance with College policy. 3. Eligible to apply for funding from the Colorado College Student Government Association Budget Committee in support of operating expenses and special projects. 4. Eligible to advertise activities through established College procedures. 5. Eligible to utilize the College Central Services. 6. Eligible to sponsor programs and activities on campus which are consistent with the organizations, purpose stated earlier in the charter.

### **Expectations and Deadlines: Reapplying for Chartered/Recognized Status**

All Recognized and Chartered Student Organizations are required to reapply in order to maintain their status. Recognized organizations are required to reapply every semester, and Chartered organizations are required to reapply once per year. Failure to reapply will result in losing Recognition/Chartered status.

Recognized organizations can apply for Chartered status after being a Recognized organization for two semesters (so on your third CCSGA application you can mark Chartered). Chartered organizations will maintain their status indefinitely as long as they reapply annually.

### **Deadlines:**

The deadlines for both Recognized and Chartered organizations are the **first Wednesday of Block 3, and the first Wednesday of Block 7.**

- Recognized organizations must reapply both of these dates.
- Chartered organizations need only reapply one time per year. Which semester an organization should reapply depends on when they originally received their charter. Those who received their original Charter in the fall reapply in the fall; those who received it in the

spring should reapply in the spring. If you don't know during which semester your organization was chartered, contact a representative of CCSGA.

## CCSGA and Funding for Non-Chartered Student Organizations

The **CCSGA Budget Committee** is a student-run committee that serves as a funding source for all-campus programs. These events can be sponsored by anyone on campus: students, student-groups, or even campus offices. The Committee does not fund conferences, travel abroad, or individual projects that are not open to the entire Colorado College community.

The Committee will not grant funds for an event in conflict with any other all-campus event. Funding is granted on a first-come, first-served basis. The Committee is not affiliated with, nor obligated to any group, event or program at Colorado College. Events are funded solely on their own merit. The Committee is not obligated to fund any proposal in part or in total.

CCSGA Budget Committee Funding Request Forms (purple two-sided forms) are available outside the CCSGA office (lower level of Worner Campus Center) or in the Campus Activities Office (Worner Campus Center, Room 230).

Funding proposals **MUST** be turned in on time. The deadline for proposals is the **first and third Tuesday** of each block (including Block I) at noon. You may turn in your forms to the Campus Activities Office. Please provide 8 copies of your funding proposal. Your proposal must include a detailed budget breakdown.

A knowledgeable representative must attend the CCSGA Budget Committee meeting and be on time. Meetings are held the first and third Wednesdays of each block. You will be notified by e-mail of the exact time you are presenting to the Committee. This meeting should take approximately 15 minutes. Representatives should be prepared to answer questions about their proposal.

The Committee cannot fund two concurrent events. To avoid such double booking, make sure your event is the only all-campus event happening at that time. You may check with Worner Desk (X 6608) or on the Colorado College homepage (click on events).

Have a location for your event reserved with the Worner Desk (X 6608).

Since the Committee has no obligation to fund your event, the Committee suggests you wait to contract events until funding approval is final. Keep in mind that oral contracts may also be considered binding. Again, keep in mind the Committee is not obligated to fund your event, regardless of prior contracting. When dealing with outside agencies, make sure they are aware that funding any contract is contingent on funding approval.

If the event is funded by the Committee, CCSGA must be given credit for funding on all publicity.

If you have any questions, you may contact CCSGA at X 6676 or the Campus Activities Office at X 6800.

### **On-Campus Funding Sources**

If you do not receive the funding you need from CCSGA there are many other sources on campus including:

#### **Academic departments**

**Campus Activities:** Minority Student Life, Residential Life, Career Center, and other CCCA funded organizations.

**CCSGA Budget Committee Funding:** The Budget Committee also provides special events funding outside of an organizations' budget process.

**Diversity Funding and Development Committee:** Funding is for special events only—applications are available at the Office of Minority Student Life.

**Center for Service and Learning:** Submit a written proposal to the appropriate funding source (Special Projects or Leadership) following guidelines in the Center and in this manual. New groups may apply to Special Projects for funding for introductory meetings, transportation, and other initial costs before they are chartered.

### **Off-Campus Funding Sources**

There are several off-campus organizations that can help co-sponsor one-time events and on-going service activities. When looking to the community for support, remember that few organizations are prepared to give money, but many organizations are willing to help, so consider asking for assistance from organizations with skills to offer. For example, the Colorado Springs Independent frequently co-sponsors events, but they rarely sponsor with direct funds. Instead, they provide free or reduced publicity in their weekly newspaper. So remember to think outside the box when approaching local organizations. Regardless of what kind of sponsorship you request, be prepared to demonstrate how supporting your event serves their interests and what, if any, publicity around your event you can offer in return. If you are working on finding off-campus funding for your event, contact a Center staff member.