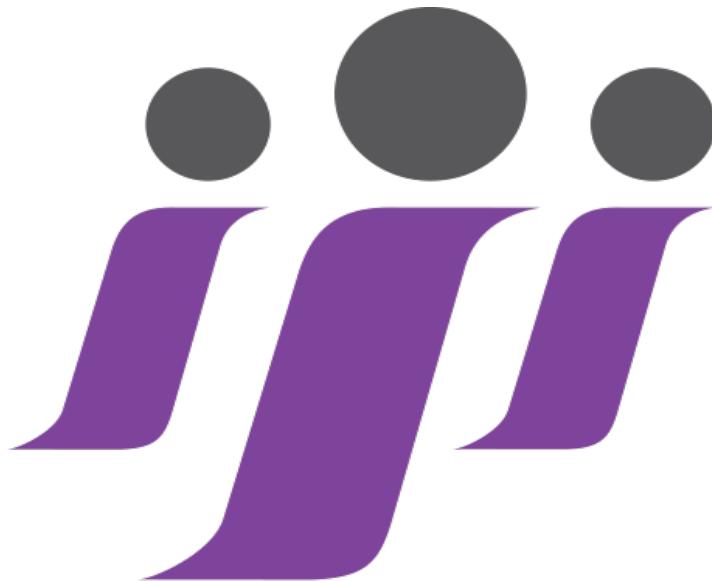


CSC Student Groups and Clubs

Application Package



CAMBRIAN
STUDENT COUNCIL

Welcome to the CSC Student Groups and Clubs Package!

We are thrilled to support your journey in creating and maintaining a vibrant student group or club. This guide outlines the process for starting a group, the policies to follow, and the resources available to ensure your group thrives within our dynamic campus community. Let's get started!

How to start a Student Group:

Step 1: Submit the Student Group Package

- Complete the CSC Student Groups Package, meeting the following criteria:
 - Provide a synopsis of how the group will benefit students, outline the group's goals, and include a promotional paragraph.
 - The package can be submitted to the Director of Student Groups.
 - Must have an active/involved faculty advisor/mentor (Part-time/Full-time).

Step 2: Obtain Ratification

- Once CSC approves your application, your group becomes a ratified club/group with active status.
- Clubs/groups must adhere to CSC rules and policies (can be found below). Violations may result in probation and suspension of services and privileges.

Eligibility Criteria:

- All club members must be full-time students at Cambrian College's Barrydowne Campus.
- Membership must be open to **all** full-time Cambrian College Students.

CSC/Club/Group Policies

To ensure a positive and inclusive environment, all groups must adhere to the following policies:

1. **Inclusivity:** Membership cannot be restricted based on age, color, creed, disability, gender, race, social status, etc. **Must be open to everyone.**
2. **Anti-Hazing:** Initiation or hazing activities are strictly prohibited (no humiliation tasks).
3. **Compliance:** Groups must follow Cambrian College and CSC By-Laws, Policies, and Procedures.
4. **Respect:** No mental, verbal, or physical abuse of any kind is allowed within groups or CSC staff.
5. **Financial Management:** Groups must use Cambrian College's banking system exclusively; external banking is prohibited.
6. **Funding:** If receiving external funding, groups must notify the Director of Student Groups.
7. **Non-partisanship and Nonprofit:** Groups must remain nonpartisan and operate on a not-for-profit basis.

CSC Student Groups & Clubs Package

Booking space for your group

The Director of Student Groups can assist in reserving space for meetings or activities. To book a space, provide the following details to the Director of Student Groups via email or in the CSC office:

- Name:
- Club/Group Name:
- Number of Participants:
- Date/Time Required:
- Is the room needed for the entire semester? (Yes/No):

Poster Policy

The club must design all posters. If assistance with posters is needed, the Director of Student Groups will contact the Communications Content Creator on the group's behalf. If needed, a meeting can be set up for any design discussion. The Communications Content Creator must receive 4 weeks' notice for the creation of a poster.

Posters to promote your group or events must adhere to the following guidelines:

- Must be designed independently or with the Communications Content Creator (requires 4 weeks' notice).
 - If made independently, the design must be approved by the Communications Content Creator.
- Must be submitted to the Director of Student Groups for approval.
- Must display the CSC approval stamp before being posted.

******Any unapproved posters will be removed, and a warning will be issued.

Reporting Requirements

- 1. Meeting Reports:** Submit a summary of group meetings to the Director of Student Groups (following each meeting).
- 2. End-of-Semester Reports:**

Complete the end-of-semester report form, including the following:

- Group Name and date
- List of events with applicable summaries
- Budget and financial updates
- Notes/ideas for the next semester
- Any conflicts or issues faced
- Any other items worth mentioning

****Re-ratification is not required annually, provided the appropriate documentation is submitted to the Director of Student Groups.**

Probation and de-ratification

Reasons for probation:

- Violation of CSC policies.
- Misuse of CSC services or meeting spaces.
- Event execution without approval. ****Please refer to the Event Proposal Form.**

If a club/group is on probation status, the club/group president will be notified. Upon receiving such notice, the president or a designated representative from the club/group will be permitted to appeal to CSC.

Groups may appeal probation decisions if they feel:

- The decision is unreasonable.
- The penalty is excessive considering the circumstances.

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We are here to support your success - if you need any assistance, please contact the Director of Student Groups.



Executive Information

Name of Club/Group: _____

President

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Co-President (optional)

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Vice-President

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

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Treasurer

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Faculty Advisor/Mentor

Name: _____

Extension: _____

Signature: _____



Student Groups Ratification Package

The following package must be completed for the group to be ratified by the Cambrian Student Council.

When the package is complete, please submit it via email to the Director of Student Groups or bring it to the CSC office.

Group/Club objective(s):

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How do you plan on carrying out these objective(s)?

How will students benefit from your group/club?

Please provide some advertising/marketing tactics you plan on using to promote your group.

Club Membership

**An updated membership list must be provided at the beginning of each term. All club members must be current students at Cambrian College's Barrydowne Campus. **

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