

STUDENT ORGANIZATIONS

UA Cossatot staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students at UA Cossatot have the opportunity to become members of several clubs and organizations. They may participate in any college activity for which they are eligible. All student organizations have faculty sponsors and are responsible to the Chancellor or designee.

NEW ORGANIZATIONS

A group of students may establish a recognized organization at the College by taking the following steps: *(All documentation relating to Student Organizations, including contracts and miscellaneous forms, must be submitted and kept on file in the Chancellor's office.)*

1. Draft a Statement of Purpose of the organization and show how the organization will help carry out the mission of the College.
2. Draft a set of by-laws for the organization showing how the organization will help carry out the mission of the College.
3. Draft an annual plan of activities and services the students will participate in to further their development, support the College, and/or provide a service to the community.
4. Receive the approval of the, the Chancellor, and the Board of Visitors. A student group must receive approval by the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club or organization.
5. The Chancellor and the Board of Visitors must approve the disbanding of any student organization.

HLC Criterion: 1C

Policy History:

September 10, 2018	July 9, 2018	March 26, 2007
	January 12, 2015	September 29, 2003
	January 1, 2011	July 30, 2001

STUDENT ORGANIZATION APPROVAL REQUEST

Student Organization Approval Request

Academic Year _____

Name of Student Organization _____

Name of Sponsor _____

Meeting Schedule _____
Day Time Frequency

Student Organization Goals:

This form must be submitted at the beginning of each academic year (by September 1st)

Signature of Sponsor Date

This section is to be completed by the chancellor or his designee.

Amount of Compensation

Chancellor or Designee Date

Student Organization Review

Academic Year _____

Name of Student Organization _____

Name of Sponsor _____

Meeting Schedule _____
Day Time Frequency

Goals Accomplished:

Other organization activities for current academic year:

Signature of Sponsor

Date

This section is to be completed by the chancellor or his designee.

Compensation is ____ Approved ____ Disapproved.

Chancellor or Designee

Date

This form should be completed at the end of the fall semester and at the end of the spring semester to allow stipend payment for each semester.

Procedure History:

May 21, 2018

ORGANIZATIONAL FUNDRAISING ACTIVITIES

All fundraising activities must be in connection with a recognized campus organization. No private fundraisers may be held on any UA Cossatot campus.

In order to hold an organizational fundraiser, a representative of the organization must take the following steps:

1. Complete an Organizational Fundraising Information Sheet (see appendix)
 - a. Information sheets should be submitted to the Director of Student Services
 - b. Director of Student Services will forward request to Facilities and Grounds
2. Receive confirmation of activity approval, location, and limitations
 - a. Director of Student Services will notify the group representative once all approvals are in place

Procedure History:

May 21, 2018

REQUESTING FUNDS FROM STUDENT ACCOUNTS

Monies deposited into student accounts (VSO accounts) may be requested for payment of expenses by taking the following steps:

1. Expenses are determined by student members of the organization
2. Expenses are discussed with faculty/staff organization advisor
3. Organizational representative completes a “Student Organization Request for Funds Transfer” form (see appendix).
4. All required signatures are included on the form
5. Form is returned to the Business Office
6. Following the purchase, all receipts or invoices are submitted to the Business Office for payment.

Procedure History:

May 21, 2018
