

FROM THE OFFICE OF COMMUNITY LIFE  
**EXISTING STUDENT ORGANIZATIONS: ANNUAL RENEWAL PLAN**

*(Please attach additional pages as necessary.)*

**PRELIMINARY APPLICATION (Due May 1<sup>st</sup> of the academic year PRIOR to formation):**

Name of person submitting application:
Name of student organization:
Has the mission/purpose of your group changed since last year? If so, please share your updated mission/purpose here:
Name(s) of anticipated group leader(s) or person(s) who will initiate group activity next academic year: (At least one name is required; it doesn't have to be set in stone, but we'd like to have a good idea of who we can contact for group information in the future.)

**Names of officers and/or active members during this past academic year: (you may include yourself; no signatures needed but please list at least 5 active participants)**

1.
2.
3.
4.
5.

**Group activity during this past academic year:**

Type of activity (i.e. meeting, workshop, chapel service, party, etc.)	When activity took place (i.e. October 2012)	Intended audience (i.e. group members, CTS community, public event, etc.)

**FINAL APPLICATION (Due October 1<sup>st</sup>):**

Name of person submitting application:
Would you like to update your group description on the CTS website? If so, please provide the updated description below:
Final list of names(s) of group leader(s) or person(s) who will initiate group activity next academic year: (At least one name is required).

**Names and signatures of officers and active members for this academic year: (you may include yourself, but should contain at least 5 active participants)**

1.
2.
3.
4.
5.



## SAMPLE SCHEDULE AND BUDGET PLAN:

### Academic Year's Plan for Scheduling Events, Meetings, and other Group Activity:

Type of activity (i.e. meeting, workshop, party, etc.)	When activity will likely take place (i.e. Fall Semester, End of School Year, October, etc.)	Intended audience (i.e. group members, CTS community, public event, etc.)
Introductory meeting	Sept/Oct 2013	Existing and potential group members
Chapel service	Nov 2013	CTS Community
Holiday party	Dec 2013	CTS Community
Lecture w/guest speaker	Mar 2014	Public event
Officers meeting	April 2014	Group conveners
Ice cream social	May 2014	CTS community

### Academic Year's Budget/Plan for Using Allotted Funds:

Item category (i.e. chapel musician, meeting food, speaker honorarium, etc.)	Estimated cost ( <i>typical rates include: \$150 for chapel musician, \$200 for guest speaker, \$5-10/person for food</i> )
Meeting food (2 meetings)	\$250
Chapel Musician	\$150
Party decorations and food (shared cost with two other groups)	\$100
Speaker honorarium	\$200
Event food (two events)	\$300
<b>TOTAL</b>	<b>\$1000.00</b>