

FROM THE OFFICE OF COMMUNITY LIFE

APPLICATION TO FORM A NEW STUDENT ORGANIZATION

(Please attach additional pages as necessary.)

PRELIMINARY APPLICATION (Due May 1st of the academic year PRIOR to formation):

Name of person submitting application:
Name of proposed student organization:
Purpose and/or mission of the proposed student organization:
How is this purpose/mission aligned with the mission of CTS?
A short description of your organization for the CTS website (only needed if different from your purpose/mission):
How does this group meet needs not addressed by existing student groups?
Name(s) of anticipated group leader(s) or person(s) who will initiate group activity:

Five (5) names and signatures of students intending to be active members of this group if it is approved: (You may include yourself. If you are unable to provide physical signatures, please attach to this application emails from students stating that they intend to participate in this group.)

Name	Signature

FINAL APPLICATION (Due October 1st):

Name(s) of group leader(s) or person(s) who will initiate group activity:

Draft 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.)

Draft Budget/Spending Plan for Allotted Funds:

Item category (i.e. chapel musician, meeting food, speaker honorarium, etc.)	Estimated cost (typical rates include: \$150 for chapel musician, \$200 for guest speaker, \$5-10/person for food)