



Cornish Student Leadership Council

## Student Interest Group *Information & Application* *New SIGs*

### New Student Interest Groups (SIGs)

We wanted to start by thanking you for taking time out of your busy school schedule to start a Student Interest Group (SIG). As Cornish students, we all have very full plates, and taking the time and effort to initiate and lead a Student Interest Group is an admirable display of leadership and dedication to the Cornish community.

As some of you may know, SIGs are being managed almost entirely by the Cornish Student Leadership Council. The CSLC Constitution has been amended to include management of the SIGs as the responsibility of the Vice Chair. You will have many opportunities to meet one on one with the Vice Chair if you begin a chartered SIG.

As SIGs you have the wonderful opportunity to take part in growing and strengthening the Cornish Community. Please review the checklist and expectations below and get started! We can't wait to see what you'll bring to the table.

#### **Checklist:**

- Submit Chartering form (See Attached or Online)
- Submit Budget Proposal (See Attached)
- Submit Advisor form (See Attached)

#### **Expectations:**

- Schedule regular SIG meetings (once a week or biweekly)
- Once a semester check in meeting with the Vice-Chair of the CSLC
- For every event scheduled please contact the Vice-Chair to add to the events calendar
- Attend SIG fairs throughout the academic year
- Promote meetings to all of campus and CLSC
- Keep updated Statement of Purpose (expire after 2 academic years)
- Semester reports due by December 1 (include budget, events, membership etc, see attached template)
- Include faculty/staff advisor in all emails and utilize for policy and booking needs
- SIGs with a minimum of 2 successful programs may send one delegate to the NWSLC



Cornish Student Leadership Council

# Student Interest Group Chartering Application

**Student Interest Group (SIG) Name:** \_\_\_\_\_

**Statement of Purpose (Please include detailed description of how this SIG will serve and include all students, and any activities that will be planned- attach another sheet if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Regular Meeting Days/Time:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

**Primary Contact:**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

*By signing below, I agree to have my names and contact information listed on S.I.G. directories / contact lists and to abide by the Student Interest Group policies and expectations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership Roster:** List six currently enrolled (min. 3 credits) Cornish College of the Arts student members.

	Name (Please Print) & Dept.	Student ID #	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

*Return this application to the CSLC mailbox in Student Affairs, located in the Main Campus Center, Room 301. The CSLC will notify the primary student contact listed above regarding the status of this application.*

**To be completed by the Cornish Student Leadership Council:**

Date received: \_\_\_\_\_ / Date approved: \_\_\_\_\_ By: \_\_\_\_\_





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# Student Interest Group *Chartering Application*

## Advisor Information Form

**Student Interest Group (SIG):** \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Responsibilities of a SIG Advisor:**

- Be knowledgeable of SIG guidelines and policies
- Provide leadership and direction
- Support the SIG by acting as liaison between Cornish and the student group (ex. booking rooms)
- Periodically attend meetings and participate in email communication

***Advisors- Please fill out the information below and sign***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Why do you want to be a SIG advisor? Why this SIG?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What information do you need from the CSLC to help you be a great SIG advisor? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Student Interest Group Policies and Expectations

### **Expectations:**

- Schedule regular SIG meetings (once a week or biweekly)
- Once a semester check in meeting with the Vice-Chair of the CSLC
- For every event scheduled please contact the Vice-Chair to add to the events calendar
- Attend SIG fairs throughout the academic year
- Promote meetings to all of campus and CLSC
- Keep updated Statement of Purpose (expire after 2 academic years)
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### **Policies:**

- SIG membership must be open and available to all currently enrolled Cornish students. SIG's must not discriminate on any basis. This includes, but is not limited to: race, creed, color, national origin, sex, religion, sexual preference, marital status, physical or mental disability, age or veteran status.
- SIGs must not sponsor or conduct any activities that violate the Cornish conduct code, local / state / federal laws, or any event that would result in legal liability as to health and safety issues.
- No individual member of any SIG may personally profit from any activity affiliated with the SIGs, use approved funds for any expenses unrelated to SIG needs, nor solicit funds for personal use from other SIG members.