



Cornish Student Leadership Council

Student Interest Group *Information & Application* *Returning SIGs*

Returning Student Interest Groups (SIGs)

Thank you all for taking the time to evaluate your Student Interest Group and complete the necessary steps to see your SIG continue on into the next academic year. As Cornish students, you all have very full plates, and taking the time and effort to initiate and lead a SIG is an admirable display of leadership and dedication to the Cornish community.

This is the first year we will be offering an invitation to current SIGs to re-charter for the next academic year this Spring. As the process for becoming a SIG is changing slightly, to re-apply will require a few more documents and evaluations from each group. Please review the checklist below and if you would like to re-charter, please revisit policy and procedures (see attached).

Checklist: Before the last CSLC meeting (April 29)

- Submit updated Chartering Form (See attached)
- Submit Budget Proposal (See attached)
- Submit list of returning members and contact information
- Spring Semester Report (See attached template)

*Vice-Chair will be contacting returning SIGs in August about attendance at Welcome Week and the first SIG fair of the year (October).

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)
- 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: _____



Cornish Student Leadership Council

Student Interest Group
Chartering Application

Semester Report

SIG Name: _____

Semester: _____

Number of Meetings: _____

Average number of attendance: _____

Brief description of events hosted (Please include another sheet in necessary):

1. Title: _____

Number in attendance: _____

\$ spent: _____

Receipts turned in Y/N

Description:

2. Title: _____

Number in attendance: _____

\$ spent: _____

Receipts turned in Y/N

Description:

Please Attach:

Meeting minutes if recorded

Attendance sheets

Any flyers used to advertise events

Anything else you would like to share with the CSLC



Cornish Student Leadership Council

Student Interest Group *Chartering Application*

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)
- 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

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.