

Charter Application Instructions for a New or Renewing

- **New Organizations:** To start a new organization, a student representative must submit an intent to charter form and meet with a member of the Lowry Center and Student Activities Office to discuss their idea for the new organization, review the chartering process, and discuss what is required for a charter as it is written. A draft of the charter is welcomed and can be reviewed during this meeting for feedback but the intent to charter form is required to be on file for the meeting. The actual charter application is due on the Friday of the 4th week of either the Fall or Spring semester by noon (12 pm). Once a final draft is submitted to Lowry Center and Student Activities, the charter will be shared with the Campus Council Charter Committee for review. Until the charter is approved officially by Campus Council, the potential student organization is not permitted to act as an organization outside of having one (1) interest meeting. The approval of a new organization can take between one (1) and two (2) full semesters. Failure to submit this document by the deadline will result in the inactivation of the Organization until the next submission period.
- **Renewing Organizations:** This document is due on Friday at noon of the 7th week of the Spring Semester.
- **Supplemental Information:** Supplemental information includes but is not limited to: constitution, by-laws, affiliations, meeting procedures, selectivity process, and process for dues to be waived. Supplemental information should be merged with your charter in the submitted .pdf file. *To learn how to merge .pdf files, please use Google.*
- **Failure to complete the application, meet the deadlines, address changes from Charter Committee, or failure to follow instructions found within this document will result in rejection of the application. Renewing organizations will be moved to inactive status resulting in them not being able to function as an organization for at least one (1) semester.**
- **Submission Directions:** This document must be typed using this form. This document shall be submitted to the Lowry Center and Student Activities digitally with the name of the .pdf file being the full organization name followed by the year submitted and then “charter” without spaces (i.e. *campuscouncil2019charter.pdf*). The email should be sent to studentactivities@wooster.edu with the subject of the email being “Charter Application” followed by the organization’s name. Please Carbon Copy (CC) the officers and advisor of the organization on the email. Any issues using the form or submitting it need to be directed to the Lowry Center and Student Activities immediately and prior to the submission deadline.
- Additional information on how to write or update your organization’s charter will be available in the Student Organization Handbook (to be ready by Fall 2019).

Chartered Student Organization

Submission Date _____/_____/_____

Official Organization Name: _____ Acronym: _____

Is the Organization known by any other name? _____

Type of Application: New Renewing Year Founded: _____

Did You Make Any Changes to Your Charter, Outside of Yearly Goals and Roster?

No Yes, changes were made to: _____

Organization Classification (Check One Only):

- | | | | |
|----------------|--------------------|------------------|---------------------------------|
| Academic | Multi-Ethnic | Club Sports | Greek or Selective Organization |
| Honorary | Faith-Based | Performance | Service & Civic Engagement |
| Arts & Culture | Gender & Sexuality | Special Interest | |

Scots Key: By checking the box below and submitting this form, all members and advisor listed below have read and agree to abide by *The Scot's Key*:

Yes, we have read the Scot's Key and agree to abide by it as an organization.

Required Trainings: By checking the boxes and submitting this form, the officers listed above have agreed to attend these required trainings/meetings:

- Cultural Competency Training
- Welcome Back/Scot Spirit Day Meeting
- Financial Training for President and Treasurer
- Event Planning Training Series

Organization's Purpose/Mission:

ANNUAL S.M.A.R.T. GOALS: Each year an organization should develop annual goals together. These will vary from year to year. S.M.A.R.T. is an acronym that can be used to guide an organization’s goal setting. Please at least list three (3) S.M.A.R.T. goals for the next Academic Year. You are encouraged to make one (1) of your goals related to Diversity, Equity, and Inclusion. Failure to write goals as S.M.A.R.T. goals could result in your charter being rejected.

S.M.A.R.T. Goals:

- **Specific (*simple, sensible, significant*):** What will the goal accomplish? How and why will it be accomplished? Who is involved? Where will it be done? Why are we doing this (reason, purpose)? What constraints/requirements do we have?
- **Measurable (*meaningful, motivating*):** How will you measure if the goal has been reached?
- **Achievable (*agreed, attainable*):** Is it possible? Is it reasonable enough to be accomplished? Have others done it successfully? Do you have the necessary knowledge, resources, skills, and abilities?
- **Relevant (*reasonable, realistic, resources, results-based*):** What is the result of the goal? Is the goal worthwhile and will it meet the needs of your organization? What is the reason, benefit, or purpose of accomplishing the goal?
- **Time (*time-based, time limited, timely, time-sensitive*):** What month, day, and year will you complete this goal? What is the established completion date and does the completion date create a practical sense of urgency?

Examples of S.M.A.R.T. Goals –

- Improve our relationship between student members and advisor by meeting with our advisor once a month during the academic year.
- 90 % of our organization’s members will complete 20 hours of approved community service by April 15.
- Our organization will increase our visibility on campus by hosting five (5) open and advertised events during the academic year.
- Our organization will collaborate to plan and execute a fashion show representing global fashion with the goal of educating the campus on appropriation vs appreciation by Spring Break.

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|----|
| 1. |
| 2. |
| 3. |

Executive Board or Officer List:

The following positions are required per Campus Council: President, Treasurer, and Advisor. President and Treasurer must be on campus for the entire academic year. The Vice President and Secretary positions are highly encouraged. All other positions are optional.

| | |
|--|---|
| <p>President/Co-President Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> | <p>President/Co-President (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> |
| <p>Vice-President (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> | <p>Treasurer Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> |
| <p>Secretary (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> | <p>Alternate Officer (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> |
| <p>Alternate Officer (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> | <p>Alternate Officer (Optional) Title: _____ Name: _____ Woo Email: _____ Cell Number: _____ Campus Box: _____</p> |
| <p>Advisor/Co-Advisor Name: _____ Woo Email: _____ Campus Phone Ext: _____ Department: _____</p> | <p>Advisor/Co-Advisor (Optional) Name: _____ Woo Email: _____ Campus Phone Ext: _____ Department: _____</p> |

Organization’s Officers or Executive Board: Official Titles with Roles and Responsibilities

Please go into detail on the roles, duties, and responsibilities for each officer listed above. This information allows the person fulfilling the position to know and understand the expectations and role of the position they are being elected to fulfil.

Elections Process for Organization’s Officers or Executive Board Members

Please go into a detailed explanation of the organization’s election process to include who is eligible to run, when elections occur (*based on the campus council timeline*), how elections will run, votes counted, and a tie will be broken, who is eligible to vote, etc.

Removal Process for Organization’s Officers or Executive Board Members

Please go into a detailed explanation on what process the organization will take to remove an officer who is not meeting the outlined roles, duties and responsibilities outlined above. It is an expectation that people are given feedback and the opportunity to improve before an officer is removed for their position.

Organization’s Expectations of the Advisor

Advisor's Expectations of the Organization

General Meetings and Events

- How often does the organization hold general meetings for the academic year? *Student organizations are encouraged to have at least 2 general meetings per semester.*

Twice a Semester Monthly Bimonthly Weekly Other:

- If renewing, on average, how many students attend general meetings?
- If renewing, on average, how many students attend and/or participate in events?

Travel & Physical Risk: Student organizations traveling off campus must complete travel documents through the Lowry Center & Student Activities Office. All student organizations with physical risk are required to have each member sign a waiver.

- Does your organization travel off campus? *Off campus travel is any travel outside of the City of Wooster*
No Yes If yes, please describe the type of off campus travel and how often:

-
- Is there proposed physical risk for the students involved in the organization? No Yes

Membership & Dues: If the organization has a selection process or has dues, a constitution and bylaws must be attached at the end of this document detailing the selection process for membership, how dues are collected and used, and how students may go about having dues waived.

- Does the organization have a selection process for membership? No Yes
 - Is the organization's selection process based on:
Auditions Bids Academic Standing Other:
- Does the organization have dues? Yes No
 - If yes, may student get the due waived? Yes No

External Organizations: Supporting documentation from external organization is required and must be attached to confirm the formal association (*i.e. letter of support, documentation of registration, membership card or charter*)

Is the organization associated with any external organizations: Yes No

If yes, what is the name of the external organization:

What type of tax status does the external organization have:

501(c)(3) 501(c)(4) 501(c)(6) 527 N/A Other:

Membership:

- **Renewing Organizations:** Attach the organization’s roster from the current academic year as a roster of returning members for the Fall. Each roster should include the following for each member: name, Wooster email address, and position in the organization (i.e. President, Treasure, General Member). Please include the advisor’s contact information on your roster as well. All student organizations are required to have five (5) College of Wooster student members.
- **New Organizations:** Attach a roster of interested members. All student organizations are required to have five (5) College of Wooster student members. An updated roster will need to be submitted following the first semester after the organization has been officially chartered. Please include the advisor’s contact information on your roster as well.

Example Roster

2020-2021 Roster

Student Organization Name: _____

| Last Name | First Name | Wooster Email | Position | Student ID # |
|-----------|------------|--|----------------|--------------|
| Scale | Audrey | ascale22@wooster.edu | President | 4XXXXXXXXXX |
| Mitchell | Jonah | jmitchell24@wooster.edu | Vice President | 4XXXXXXXXXX |
| Keyser | George | gkeyser21@wooster.edu | Treasurer | 4XXXXXXXXXX |
| Markle | Rebecca | rmarkle22@wooster.edu | Secretary | 4XXXXXXXXXX |
| Smith | Richard | rismith22@wooster.edu | General Member | 4XXXXXXXXXX |
| Watson | Cassidy | cpiper21@wooster.edu | General Member | 4XXXXXXXXXX |
| Toby | Zoe | ztobey24@wooster.edu | General Member | 4XXXXXXXXXX |
| Fox | Freddie | ffox21@wooster.edu | General Member | 4XXXXXXXXXX |
| Churchill | Molly | mchurchill22@wooster.edu | General Member | 4XXXXXXXXXX |
| Mellor | Robin | rmellor21@wooster.edu | General Member | 4XXXXXXXXXX |
| Piperman | Mandy | mpiperman24@wooster.edu | General Member | 4XXXXXXXXXX |
| Finley | Sydney | sfinley22@wooster.edu | General Member | 4XXXXXXXXXX |
| Rogers | River | Rogers24@wooster.edu | General Member | 4XXXXXXXXXX |
| Zimmer | Julia | zimmer@wooster.edu | Advisor | n/a |

Date Submitted: 3/27/20

If additional space is needed for names on your roster, please attach additional roster sheets to the email.

