



Camosun College Student Society

Local 75 of the Canadian Federation of Students

GROUP REGISTRATION and RENEWAL PROCESS

PREAMBLE

Student-Organized groups, defined as Common-interest and Recreation Clubs, Course Unions, Class Projects and Student Events, must register with the Camosun College Student Society to be endorsed, apply for funding, and receive logistical support. Existing groups must renew their status before the end of the first month of each semester to be recognized. All required forms are online, at: <http://CamosunStudent.org/Clubs/Forms>

GROUP CATEGORIES

Common-Interest Clubs: minimum of 10 members; meet regularly; anyone can join; extra-curricular activities.

Recreation Clubs: minimum of 10 members; regular activity schedule; anyone can join; indoor/outdoor sports.

Course Unions: faculty sponsored; program based; holds at least one public seminar per semester (Fall/Winter).

Class Projects: short-term activity; not anyone can join; results in a physical product or organized event.

Student Event: extra-curricular; open to general public; complies with CCSS requirements; Camosun Students.

NEW GROUPS

Newly formed groups **must** register themselves online, at: <http://CamosunStudent.org/Clubs/Forms>. This process is a pre-requisite to funding applications for all groups. Common-Interest or Recreation Clubs must also submit a membership registry before their club is ratified and eligible for funding. Please see the application form for full details about requirements and restrictions for registering a student group.

RETURNING GROUPS

Continuing groups **must renew** their status with the CCSS **before the end of the first month of each semester** (January, May, and September) to be endorsed by, apply for funding and receive support from the CCSS. This process is much more simplified than the registration process. Any groups who do not renew their membership for two consecutive semesters will lose their group status and must re-register their group to be recognized.

GROUP MEMBERSHIP LIST

Only "Common-Interest" and "Recreation" Clubs who are registering OR renewing their group status in September must submit a list of the current group membership. All clubs require at least ten (10) current students. The membership list is required to demonstrate the membership requirements are met and to provide the club organizer with contact information for members of the club. Membership may affect funding decisions.

Questions can be sent to clubs@camosunstudent.org

All forms are available online and can be submitted at: <http://CamosunStudent.org/Clubs/Forms>



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NEW STUDENT GROUP REGISTRATION

Your Name: _____ Email: _____ Phone: _____

Group Name: _____ Primary Campus: _____

Category: _____ Semester: _____ Today's Date: _____

Primary Student Name: _____ Primary Student Email: _____

Secondary Student Name: _____ Secondary Student Email: _____

**Course Unions only:* Faculty Member: _____ Email: _____

Funding: We do not require funding We require less than 500\$ More than 500\$

Purpose and Description of Group (minimum 30 words) _____

- I understand I am responsible to ensure the requirements set by the CCSS are met.
- I understand that clubs must submit a membership list form within 30 days.
- I understand that the group must be renewed every semester to receive ongoing support.
- I understand that any violations of the Student Code of Conduct will terminate this group.
- I understand that all required forms are available at <http://CamosunStudent.org/clubs/forms>

Signature: _____



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GROUP MEMBERSHIP LIST

GROUP NAME: _____ **Semester:** _____

#	Name	Student Number	Email - please spell clearly!!!
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15	Sample Student	C0123000	PLEASE SPELL EMAIL CAREFULLY!
16			
17			
18			
19			
20			
21			
22			
23			