

Establishment of New Student Organizations

The Center for Career & Leadership Development (CCLD) would like to congratulate you on your interest in starting a new student organization. The CCLD strongly supports the establishment of new organizations.

The mission of The *Center for Career and Leadership Development (CCLD)* is committed to encouraging the growth and development of students and alumni through leadership training, career planning and placement, and innovative student programming.

This *CCLD* works closely with the campus' 60+ student organizations, the Student Government Association, Student Programming Board, and the campus newspaper, the Chronicle. In addition to assisting these groups, CCLD coordinates special events and programming.

This packet has been designed to help make it easier for students to implement a new student organization at Purdue University Calumet.

-Recognition of New Student Organizations

The following requirements must be met before a new organization can be recognized:

- three PUC students
- an advisor (full-time or part-time Purdue employee)
- an organization data sheet
- an organization profile form
- a signature authorization form (2 signatures plus advisor's)
- a constitution (within one year of establishment date)
- Meet with the Associate Director for Student Life & Activities

Funding

New organizations, except selective groups, may request \$75.00 to assist with the initial development expenses. Selective groups are those organizations that are not open to all PUC students.

This is a one-time allocation. Start-up funds may be used for office supplies, printing costs, postage, etc. Start-up funds may *not* be used for food or beverage expenses. If start-up funds are not used within one year from the date of receipt of funds or if the organization has failed to complete necessary paperwork to maintain active status for two consecutive semesters, then start-up funds will be forfeited. Please note start-up funds are managed through CCLD and are not deposited into the organization's account.

The organization must complete the application for start-up funds. If approved, the Business Administrator for Student Services will create an on-campus checking account. All organizations that hold an on-campus checking account must complete a Signature Authorization Form every semester.

Questions?

Please submit all forms to Student Life and Activities, a unit of CCLD. If you have any questions, please call us at 219-989-2369 or stop by the office in SFLC, Room 324-G.