Vassar Student Association

Preliminary Organization Application Packet
The Certification Process

1. Read enclosed sections of the VSA Constitution and Bylaws relating to organizations.
2. Complete the Preliminary Organization Recognition Application.
3. Have initial meeting with the Vice President for Activities.
4. You will be invited to Activities Committee to present your Preliminary Organization Recognition Packet.
5. Upon approval of the Activities Committee, you will be recognized as a Preliminary Organization, and will be given an Activities Committee Liaison who will monitor your growth as a Preliminary Organization.
6. Hold general body meetings and put on events as a recognized Preliminary Organization! Regularly fill out event evaluations and stay in communication with your Activities Committee Liaison. Continue to meet Preliminary Organization requirements as outlined in the VSA Bylaws.
7. Each semester you will be invited to Activities Committee in order to assess your progress as a group. At that time it will be decided whether you are able to sustain Preliminary Organization status, or if you are eligible to become a certified organization.
8. If your Preliminary Organization meets all the requirements to be a certified organization, you will be provided an Organization Certification Application.
9. Give the completed Organization Certification Application to Vice President for Activities.
10. The application is brought to the Activities Committee, who will ask you to come in and answer questions.
11. You will present the application to the VSA Council, where it will be voted upon.
12. If approved by the VSA Council, you will be certified VSA Organization!

Preliminary Organization Requirements
(Section IV, Article VIII of the VSA Bylaws)

1) A Preliminary Organization can
   a) Reserve rooms and spaces for meetings directly after consultation with and approval from the VP for Activities.
   b) Apply to the New and Preliminary Organization Fund for up to $200 per semester.
   c) Have a liaison on the Activities Committee.

2) A Preliminary Organization cannot
   a) Use “Vassar” in its official name.
   b) Have a VSA budget number or P-Card.
   c) Reserve spaces through the SARC.
   d) Use vCard Machines from the Office of Campus Activities.

3) A Preliminary Organization must
   a) Hold meetings, auditions, or other forms of general body gatherings as approved by the VP for Activities open to the entire VSA at least twice a semester.
   b) Provide information about meetings and events to the VP of Activities.
   c) Follow the stipulations for VSA organizations set forth in the VSA Bylaws.
Preliminary Organization Recognition Application

1. What is the intended purpose of your group? How does your group benefit the campus?

2. How is your group unique and different from the 100+ other existing VSA organizations, Preliminary Organizations, and departments?

3. Does your group have any ties to any other student group, VSA organizations, Preliminary Organizations, and departments?

4. What other VSA organizations, Preliminary Organizations, or departments could you work with in the future to achieve your stated purpose?

5. Please list some possible events your Preliminary Organization would hold and how they would contribute to the campus community.
6. What locations do you anticipate using?

7. Estimate the expenses you anticipate over the coming year. (Please itemize)

8. Please list some fundraising ideas, in as great detail as possible.

9. Any other information you think we should know that is not in the other parts of your application?