

**Name of the Organization:**

**Name of Person Submitting the Application:**

**Email:**

**Cell Phone:**

**MS #:**

**Name of Second Advisor (optional):**

**Email:**

**Work Phone:**

**I. Organizational Structure:**

The following are roles that each organization may fill whether by election or appointment. An organization must have a President and a President-Elect. *Note: To carry-on legacy and maintain organizational memory, each organization is expected to have a President-elect who will carry on the organization in the next academic year.*

President

Vice-President

President-Elect

Secretary

Activities Director

Communications Director

Business Manager

What is the number of anticipated members?

**II. Mission, Vision and Goals**

Share the motivation for wanting to start an ICO or continue leading a current ICO.

Describe the mission, vision and goals of the organization. See below for ICP's stated commitment to support, educate and celebrate diversity on campus:

ICP contributes the college's Diversity Learning Standard through support, education and celebration:

- **Support:** *We encourage and promote the social and academic success of our students of color, international and third culture students for leadership and service. We exhort all students to explore and share their own cultural and ethnic heritages.*
- **Educate:** *We educate our campus on the historical and current challenges and realities that come with diversity through workshops, seminars, conferences, book groups and speakers.*
- **Celebrate:** *We organize and attend campus and local events such as dances, festivals, theater, films, music and special meals. We often partner with student groups, faculty, residence life and other departments for events and activities.*

Mission:

Vision:

Goals:

### III. Programs and Meetings

Each organization is expected to have two group meetings per month and organize one all-campus program per semester. Group meetings must meet consistently each month either on or off campus. The organization may organize other activities beyond the twice per month group meetings.

What are the anticipated programs for Fall Semester? Spring Semester? On-going Programs for the academic year?

Dates and Time of bi-monthly group meetings:

Location of bi-monthly group meetings:

If the meetings will be off campus, how will your organization provide transportation?

### IV. Budget

- Receiving funding and reimbursements for each semester is contingent upon fulfillment of expectations and commitments as noted in this application and in the commitment statement.
- There is a total of \$2400 to be distributed among IC organizations from student fees via WCSA and ICP's budget. The range of funding will be from \$250-\$500 depending on budget requests and the total available funding.
- Your organization may fundraise as long as it does not require the need for receipting of donations through the college or soliciting from businesses and churches in the area. That is, your organization may have fundraisers such as car washes, bake sales, etc. Please contact the ICP director if you have any questions and read the college's fundraising policy for student groups at <http://www.westmont.edu/giving/student-fundraising.html>
- Use of supplies for DC posters will be charged to each organization via IC orgs account. The cost is \$1/poster.
- For copies, use the copier machine in KSC. You will be given a copy code to use and charges will be against the IC orgs account. Be mindful that all the IC orgs will be using this copy code so please be judicious in making copies for your organization's events and activities.
- The budget may include refreshments, transportation, speaker fees, ticket/entrance fees, etc. We expect that funding be used throughout the semester for your club's meetings and activities.



# WESTMONT Intercultural Organizations Commitment Statement

Being leaders for an Intercultural Organization requires commitment which means investing time, energy and follow-through in personal and group preparation. It means serving and being willing to learn and grow. Your responsibilities as ICO leaders begin upon acceptance and until the end of the academic year 2008-2009.

IF WE ACCEPT, WE AGREE TO:

- |                       |   |
|-----------------------|---|
| <b>MEETINGS</b>       | Attend all ICO meetings throughout the academic year. We will meet with the ICP director once per month for advising and planning.  |
| <b>TIME</b>           | Manage our time in such a way so we may focus sufficient energy and resources towards our participation in programs and meetings.   |
| <b>ASSESS</b>         | Assess our meetings and activities and give feedback to the Director of ICP and the ICP Interns.  |
| <b>COMMUNICATE</b>    | Respond to emails and voicemails from the Director of ICP and the ICP Interns in a timely manner; specifically within 24-48 hours. We will resolve conflict with our leaders and members in a manner in accordance to scriptural and conflict resolution principles.  |
| <b>FINANCES</b>       | We understand that we are stewards of the funding entrusted to us for use for our group members and for the campus. We will submit receipts for reimbursement within two weeks of an activity or meeting. If receipts exceed the approved budget, we will not receive a reimbursement and will be responsible for paying such expenses. |
| <b>ACCOUNTABILITY</b> | Be kept accountable for the above responsibilities by the advisor, ICP interns, peer leaders and my group. We understand that if we do not fulfill the expectations stated in the application, the ICP director and our peer leaders have the right to ask us to step down from our leadership roles.                                   |

In signing this statement, we have read and will agree to all the conditions stated as ICO leaders.

**President**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**President-Elect**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Vice-President**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_