

Williams

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Student Organization New Registration

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Students, this form is an application for recognition, not a recognition in itself. A committee of representatives from College Council, the Office of Student Life, the Office of the Vice President for Finance & Administration, and Athletics will meet to review your application and any materials provided, and will notify the contact listed below once they have reached a decision. Until approved, the group is not

allowed to meet under the College name or receive/use College funding or resources.

Please complete this application and upload any other pertinent information (including constitutions, by-laws, mission statement, budget proposals, etc.) If possible, please a completed constitution draft, a template for which can be found here [Constitution Template](#)

Please note that, once approved and recognized by the College, all information, except for the membership information, is public and may be reproduced in publications. Registration with and recognition by Williams College should not be considered as endorsement of the purposes or beliefs of the student organization or its members.

Williams College reserves the right to grant, refuse, and/or suspend recognition to any student organization. Failure to adhere to Williams College policies and failure to maintain recognition will result in the lost of recognition and funding for the academic year.

Recognition as having “Active Status” must be renewed every year in order to have access to funds, facilities, and resources provided by the College. To renew “Active Status,” your organization is required to do the following:

1. Attend the annual Student Organization Summit in the fall.
2. Table at the yearly Purple Key Fairs (you may also table in the Paresky Center two times to waive this requirement, should the timing of the group’s recognition as a student organization not permit tabling at the Purple Key Fair).
3. Share the college’s Anti Hazing Policy with your membership at the beginning of the year and sign the [Williams College Student Organization Leadership Anti-Hazing Agreement](#) annually
4. Submit the [Re-Registration form](#) annually, keeping all records up-to-date with the Office of Student Life.

Questions? Contact [Ben Lamb, Assistant Director for Student Involvement](#).

1. Proposed Organization Name: (required)
2. When/Where does your group intend to meet? (required)
3. How often will the group meet? (required)
4. Primary Contact Name: (required)
5. Primary Contact Email: (valid Williams email required)
6. Finance Officer Name: (required)
7. Finance Officer Email: (valid Williams email required)
8. Finance Officer Williams ID#: (required)
9. You may list up to 3 additional officers
10. Officer 1 Name & Title:
11. Officer 1 Email:
12. Officer 2 Name & Title:
13. Officer 2 Email:
14. Officer 3 Name & Title:
15. Officer 3 Email:
16. Faculty/Staff Advisor for Organization:
17. Choose ONE group classification: Special Interest ☐ ♦ (required)

18. What are the goals of your organization? What do you hope to accomplish?

Increase coffee awareness, interest, and flavour in the Williams College community. No more over-roasted over-saturated beans. No more high octane jet fuel quality espresso. This is to educate students about how to make coffee taste great through a variety of brewing methods.

(required)

19. How does the mission of your organization contribute to the mission of Williams College?

different styles of beans, and some basic chemistry related to production. Students will learn how to make their own coffee, and will no longer rely on cafes. It breeds a sense of community — everyone brewing and drinking together. Enjoying a hot (or cold!) cup to start their day, together.

(required)

20. What kinds of activities does your organization plan to participate in, plan, facilitate, etc.?

We will have weekly meet ups to brew together and learn new methods of brewing with the various devices that our group has collected. On tap would be Chemex, Kalita Wave, Aeropress, and Clever. We will also be blogging about our experience with various types of beans and brewing equipment.

(required)

21. If this organization will require any "start-up" expenses, list them here:

3 stovetop gooseneck kettles
3 thermometers
1 Chemex Pot (large)
1 Kalita Wave
1 Hario V60s
2 Aeropresses
3 kitchen scales

22. Check here if your organization plans to host parties/dances during the school year ☐

We will only require a stove and access to water. Ideally we could get Prospect kitchen one morning a week.

23. What facilities/equipment will be necessary? (required)

24. How many active participants/members do you anticipate? 20-30 (required)

25. Supporting Documentation?

26. Upload here: pvcc-constitution.pdf

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[Williams College](#) : [Student Life](#)

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