# Application Process

To become a new CMSA Group, applicants must demonstrate the new Group’s potential to meet an unmet need in, or contribute significantly to, student life. Applicants must complete this application form and submit an electronic version to the class Director of Student Groups for review. Groups can be rejected on the basis of overlap with another Group in terms of mandate, medical specialty, and programming. Applicants must consider the following CMSA Group Rules in regards to the proposed group:

* CMSA group must be comprised of at least 75% CMSA members (i.e. active MD students at the Cumming School of Medicine)
* Groups must hold at least 2 major events, with at least 15 people in attendance, or otherwise show proof of major contribution to student life.
* An individual may act as a leader on a **maximum of two Groups.**
* Group leaders must submit requests to the Communication Officer to have their events included in the **CMSA event calendar** as soon as possible.
* Senior leaders must submit a Transition Report by the end of January. This report must include the names and information of the incoming and outgoing leaders, as well as Group’s budget and event details in the past year.
* The outgoing leader must advertise leadership positions for at least two weeks prior to selecting the incoming leaders.
* Outgoing leader must ensure a fair and democratic process in the selection of incoming leaders.
* Outgoing leaders must supply incoming leaders with all Group information and documents in the transition report.

# Application Form

## Part I: Group Purpose

Please describe below a detailed purpose or vision of the proposed group. This description should clarify how the group is meeting an unmet need in, or contributing significantly to, student life.

## Part II: Proposed events/activities

If possible, provide specific examples of activities that the Group plans to organize.

## Part III: Applicant information

Please list all leaders (i.e. applicants) for the proposed Group.

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| Full Name  | Proposed Leadership Position | Email  |
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## Part IV: Peer endorsement

Please provide the names and contact information of **five** CMSA members (current MD students at the Cumming School of Medicine) who approve and endorse the proposed Student Group.

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| --- | --- |
| Full Name  | Email  |
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