



## **Palm Beach Campus Peer Study Group Chartering Packet**

### **PURPOSE:**

The purpose of Peer Study Groups at the regional campuses is to promote a community of learning among the regional campuses students and support specific learning needs.

### **GUIDELINES AND CRITERIA (PLEASE READ CAREFULLY):**

- The Peer Study Groups are chartered through the Office of Student Affairs at the regional campuses as official organizations with the university.
- Individuals interested in chartering a Peer Study Group are required to fully complete and submit this Chartering Packet and agree to all conditions outlined in this document / as stipulated by the Student Affairs Assistant Director at the regional campus. The Chartering Packet must be submitted by three founding members who will implement the group.
- Approved groups will have access to meet at the campus facility by scheduling meeting space through the Assistant Director of Student Affairs and will receive access to up to \$50.00 in funds for use during the course of the year for meeting expenses (including snacks). Requests for use of these funds will be made through the Student Affairs Assistant Director.
- Peer Study Groups will not be permitted to fundraise.
- Only one Peer Study Group will be allowed per subject area at any one regional campuses location.
- Groups will be self-managed by group members, including setting meeting times and running group meetings.
- Each Group must be open to any regional campus student who wishes to participate.
- Group meetings must be advertised to the regional campus at large via print materials, such as flyers posted at the regional campuses at least a week prior to a meeting session. It is also recommended that flyers are distributed and announcements are made to relevant classes.
- Groups will have the opportunity to advertise through the Student Affairs monthly calendars if enough notice is provided to the Student Affairs Assistant Director (check with the Assistant Director for specific deadlines).
- Groups will have the opportunity to set up official SharkLink Groups for the purpose of meeting and communicating online.
- Groups are expected to meet at least monthly (either in person or through a SharkLink Group). They can meet as frequently as needed / decided upon by group members.
- Any Group that does not meet over the course of three months will be disbanded and will forfeit access to funding.



## Palm Beach Campus Peer Study Group Chartering Packet – Side 1

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### Founding Member Information

Founding members are responsible for the initial set-up of the Peer Study Group, including: scheduling meetings; reserving meeting space at the regional campus; recruiting members; and marketing meetings. The Group Leader will be responsible for serving as the official liaison to the Group, including: communicating Group activities to the Student Affairs Assistant Director and working with the Assistant Director to request use of group funds.

Founding Member 1 – Group Leader:

Name: \_\_\_\_\_ N#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Founding Member 2:

Name: \_\_\_\_\_ N#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Founding Member 3:

Name: \_\_\_\_\_ N#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

# Palm Beach Campus Peer Study Group

## Chartering Packet – Side 2

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### Group Information

Academic Subject Area:

Purpose/Focus of Study Group:

Proposed meeting dates / times:

Proposed meeting location(s):

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### Founding Member Signatures

Founding Member 1: Date

Founding Member 2: Date

Founding Member 3: Date

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**Submit the completed Peer Study Group Chartering Packet to your  
Assistant Director of Student Affairs:**

**Dayne Hutchinson  
Office 247 (Student Affairs Suite)**

**Questions?  
Please contact Dayne at:  
(561) 805-2123  
or  
[sawpb@nova.edu](mailto:sawpb@nova.edu)**