

Ratified Club Application

2018-2019



Please read all information carefully.

New Club Application Mandate:

<https://westernu.campuslabs.ca/engage/organization/westernusc/documents/view/22756>

If your proposed club falls within the scope of the information in the

New Clubs Application Mandate please reconsider if you wish to

continue with the application.



The Process

- **November to January**
 - Brainstorm new club ideas
 - Check Current Club list for overlap (<http://westernusc.ca/clubs/list/>)
 - Prepare new club application
- **January 31st, 2018**
 - New Club Application due at 11:59pm via form submission on Western Link
 - Form: <https://westernu.campuslabs.ca/engage/submitter/form/start/11251>
- **February-April**
 - Your application will be reviewed by the Clubs Governance Committee and results sent out
- **September 2018**
 - Clubs that have been ratified by CGC will become active



Club Policy

The USC clubs policy contains the rules and regulations all clubs must follow. Please review the following documents before beginning your application:

<http://westernusc.ca/clubs/resources>



Every USC ratified club must:

- Be open to all Western University Undergraduate students
- Be unique and distinct from other Services and Clubs on campus
- Demonstrate significant interest
(minimum 25 undergraduate students)
- Have an executive board including at least, **One President, one Vice-President Finance, one Vice-President Event and a Vice-President Communication** who are Western University undergraduates



The Application:



Part I: The Video

Your video should not be longer than five (5) minutes.

Please address the following :

- What is your club?
- What is the purpose of your club?
- How will your club contribute to enhancing the best student experience on campus?
- How is your club unique from existing USC ratified clubs or USC services?
- Please describe the events you would like to run.
- Please describe the physical, financial and other risks that may be associated with your club
- Does your club have any affiliation with an external organization?
 - If yes, what kind of support would they bring (staffing, funding, etc.)



Part II: The Written part

1. Constitution
2. Membership List
3. Budget
4. Proposed Events



1. Constitution

Instruction on writing it: Club Constitution Guidelines

What it should look like: Club Constitution Template

(See Clubs Policy) <http://westernusc.ca/clubs/resources>

Make sure to include the mandate in your constitution as it is one of the most important aspects of your club application. Be very specific.

- Your club mandate must illustrate the club's primary function and objective
- Your club will be held to its mandate and purpose
- Your activities (events) must reflect your mandate



2. Membership List

To qualify for ratification, you must have at least **25 current undergraduate students**, that are not graduating, prepared to join the club upon ratification.

- Include their name, student number and UWO email

In addition to the twenty-five prospective members, you must have a list of a proposed executive board (President, VP Finance, VP Event and VP Communications)



3. Budget

- A proposed budget that gives a plan for the different streams of revenues and expenses.
- Revenue shall include: membership fees (minimum \$5.00)
- Expenses shall include: Insurance/Admin fees (\$2.50/members) and a contingency amount (5-15%)

A downloadable template can be found here:

<https://westernu.campuslabs.ca/engage/organization/westernusc/documents/view/14727>



4. A Summary of Proposed Events

In your video you touched upon the different events you would like your club to undertake. Please give a summary of 4 events (not including meetings).

Include:

- The name of the event
- Where it would be held (On-campus, Off-campus)
 - A short description (what and why)
(no more than 1 page)



Need help with your video?
The USC can help!
Contact us to find out how.

New Club Application Q & A Sessions:

Coming in January



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