

Club Ratification Application

2021/2022



Before Applying...

- Read the Procedure for Ratification document that can be found here:
<https://westernusc.ca/wp-content/uploads/2021/10/Club-Ratification-Procedure.pdf>
- Be mindful that the due date for applications this year is November 15th
- Ensure your proposed club falls within the acceptable club policies



The Application Process

1

October 2021 -
November 2021

Brainstorm new club
ideas

Check for overlap with
current clubs here:
[https://westernu.com
puslabs.ca/engage/or
ganizations](https://westernu.com/puslabs.ca/engage/organizations)

Prepare your
application

2

November 15th,
2021

Ratification applications
are due at 11:59pm via
online upload at
[https://westernusc.forms-
db.com/view.php?id=3974
43](https://westernusc.forms-db.com/view.php?id=397443)

3

January, 2022 -
April, 2022

Applications will be
reviewed by the Clubs
Governance Board and
results will be sent out

If your club has been
approved, you can begin
to prepare for September,
2022 operations!



Clubs Policy

- USC clubs policy contains the rules and regulations that all clubs must follow
- The Clubs Governance Committee works hard to ensure that club policies are fair, updated, and clear
- Review our club policies before beginning your application:
<https://westernusc.ca/clubs/>



Every USC Club Must...

- Be open to all undergraduate and graduate students
- Be unique and distinct from other Services and Clubs on campus
- Demonstrate an interest of at least 40 undergraduate and graduate students
- Have an executive board of **undergraduate students** including
 - 1 President
 - 1 Vice President Finance
 - 1 Vice President Events
 - 1 Vice President Communications



The Application: Part 1

Submit a **written statement (3 page max) OR video submission (5 min. max)** that answers the following:

1. What is the objective or mandate of the club?
2. Why does your organization want to be ratified as a club under the purview of the USC?
3. How is the club unique and distinct from existing clubs?
4. What are the physical, financial, and other risks associated with the club?
5. Anything else pertinent to your club proposal.



The Application: Part 2

External Affiliation Form

- If the proposed student organization has any affiliation with an external organization as defined by the External Affiliation provisions of Clubs Policy: Clubs Operating Policy
 - The applicant must submit a form, available on the USC website, describing the nature of the affiliation to the Student Organizations Support staff
 - The applicant must submit any supporting documentation as requested by the Student Organizations Support staff



The Application: Part 3

Executive List

- Include a list of the proposed President, VP Events, VP Finance, and VP Communications
- Include contact information and student numbers of each proposed student executive



The Application: Part 4

Constitution

- A club constitution must be proposed and drafted in accordance with the Club Constitution Guideline which is available online
- The constitution should be formatted either the same as or similar to the Club Constitution Template
- The constitution should reflect the intended executive structure of the club



The Application: Part 5

Membership List

- A membership list is required containing **at least forty (40)** undergraduate and graduate students and their contact information (name and email)
- Students listed must be prepared to join the organization once ratified



The Application: Part 6

Budget

- Include a proposed club budget that gives a plan for the spending of club membership fees
- The club fee amount being charged must be indicated in the submitted budget (club fee must be a minimum of \$5.00)
- The budget should also list any anticipated revenue streams and how these monies will be spent
- The budget must include insurance and administrative deductions that will be taken from the club account



The Application: Part 7

Description and Schedule of Events/Activities

- Include a detailed itinerary of **at least three** proposed club events/activities planned for the academic year
- The itinerary should include:
 1. A description of the proposed event
 2. Potential venues
 3. Marketing strategies for these events
 4. A brief explanation of how the event/activity will contribute to the mandate of the proposed club



Contacts

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Associate Clubs

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Club Policy Coordinator

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Have any questions about your application? Feel free to email Carolyn or Kevin to arrange a meeting. Or, come to club office hours which run every Thursday from 2:00pm-4:00pm (Email us for the zoom link)!

