

Club Start-Up Package

Club name:

This is the approved application package for all new club submissions. Please follow the steps below to propose a new club.

Step 1:

Complete the Club Start-Up Package which includes the:

- Club proposal;
- Club Application Form;
- Club Executive List;
- Club Membership List;
- Club Banking and Signing Authority;
- Club Constitution.

Step 2:

Submit completed package to the Manager of Student Affairs, via the Student Association Front Desk.

Step 3:

The Board of Directors will meet to approve, reject or request further information.

Step 4:

Wait. You will get a response back within five business days of the next Board meeting.

Step 5:

Once approved, you may begin running your club.

Note:

Students interested in ratifying a new club must submit their package to the Student Association by December 31. Applications received after December 31 shall only be considered for the following fiscal year.

STUDENT ASSOCIATION

Club Start-Up Package

Requirements

Once approved, in order to maintain your Ratified Club Status, there are a few basic requirements expected:

- Create a club email address that all executives can access;
- Maintain a minimum of 10 members which must include at least two executives;
- At least two executives shall have signing authority;
- Submit a clearly typed up-to-date membership list by January 15 for co-curricular recognition;
- Any funds owned by the club must be held within the college (including, but not limited to, the SA, St. Lawrence College, the Alumni Foundation, and other clubs where funds are held within the college); and
- Adhere to Student Association Clubs' Policy.

Club Proposal

Clubs can choose to use this template or submit a typed proposal.

A. Club description for the Student Association website:

Club Start-Up Package

B. Mission Statement

The Mission Statement of an organization is a short but complete description of the overall purpose and intentions of that organization.

C. Event and activity ideas

Indicate below any ideas for events and activities that will contribute to campus life for students.

D. Constitution

The act, or process of setting something up, or establishing something; the composition or structure of such a thing; its makeup; the formal or informal system of primary principles and laws that regulates a government or other institution. If your Club has created a constitution, please submit along with this package. A sample constitution can be found in the club information package on the SA website.

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Club Application Form

We hereby apply for official Club Status for the following Club:

Club Name:

Club Agreement: By signing this and all accompanying documents we certify that we have read the SA Club Policies thoroughly and carefully and fully understand the requirements for Club status. We fully understand our responsibility to follow all applicable SA or St. Lawrence College Policies and Procedures. We agree to employ proper practices in all Club activities, and with particular attention to the administration of club funds and that failure to do so may lead to the loss of Club Status, deratification of the Club and/or other sanctions of the Club and on us personally which is stated within SA Clubs Policy.

Executive #1:
NAME SIGNATURE DATE

Executive #2:
NAME SIGNATURE DATE

Executive #3:
NAME SIGNATURE DATE

Executive #4:
NAME SIGNATURE DATE

FOR SA OFFICE USE ONLY

Received by:
NAME SIGNATURE DATE

Club Start-Up Package

Club Executive List

Executive	Position	Student Number	Phone Number	Email

Club Email

Please indicate a generic email address for your club that all executives and/or members can access in order that communication is maintained. An example would be anime@sl.on.ca.
Give the password to the people you want to have access to it.

Main contact for Club:

NAME AND POSITION

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Club Membership List

At least ten students are required in order to obtain and maintain Club Status. This may include, at least, the two main executives.

Club Name:

Date:

Member List

Member Name	Student Number	Email	Faculty/Program

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Club Banking and Signing Authority

Club Name:

Note:

For all funding applications and requests, two signatures are mandatory in order for the Student Association to process all cheque requisitions.

Executive	Student Number	Email	Phone Number	Signature