

Club Registration Checklist

The application for your club registration must contain this checklist attached to the registration package. ALL the boxes must be checked before submission

Executives/Signing Authority

- A list of no less than three (3) and no more than five (5) executive members
- Contact information and signatures of ALL executive members
- Public email address for contact with students: this will be published on the SUS website

Student Club Disclaimer

- Club president's signature on the **Student Club Disclaimer** form verifying they understood the terms of the Disclaimer

Mandate and Constitution

- Club Mandate and Constitution: Statement of the Club's goal/purpose, Membership, Annual General Meetings, Elections and Dispute Handling

Membership list

- A list with a minimum of 10 Club Members
- Student number and Signatures of EACH club member on the **Membership List**

Fund Request Policy

- Club President AND Club Treasurer have signed the Fund Request Policy to verify they understood the terms on the Fund Request Policy

If you have trouble completing the registration package or need assistance on creating a Mandate for your Club, have a look at the SUS website!

http://ufvsus.ca/clubs_resources.html

Contact the Clubs & Associations Officer via e-mail: clubsandassociations@ufvsus.ca for further assistance