

Association 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 Association Disclaimer

- Association President's signature on the **Student Association Disclaimer** form verifying they understood the terms of the Disclaimer

Mandate and Constitution

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

Membership list

- A list with a minimum of 15 Association Members
- Student number and Signatures of EACH association member on the **Membership List**

Fund Request Policy

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

Annual General Meeting

- Annual General Meeting Minutes are attached with the registration package

If you have trouble completing the registration package or Annual General Meeting Minutes or need assistance on creating a Mandate for your Association, 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