

Clubs &  
Associations

# Startup Checklist

# Introduction

Want to make sure you don't miss a step when forming your Club or Association? Let us help with that! This Startup Checklist provides you will all the steps you need to take to start your Club or Association on campus!

## Checklist Information

- Define your organization as a Club or Association
- Assign a President, Secretary and Treasurer
- Assign a Faculty Advisor (Required for Associations Only)
- Recruit at least ten (10) Members to your Club/Association
- Write a Club/Association Constitution (Template available [Here](#))
- Sign up to QPay
- Complete and submit the Registration Package
- Start running an AMAZING Club/Association

Please contact the Clubs & Associations Coordinator ([j.buker@ufvsus.ca](mailto:j.buker@ufvsus.ca)) or drop by The SUB Clubhouse (S2102B) during operational hours if you have any questions or concerns.