

Club/Society Affiliation Request Form

Club or Society Name: _____

Presidents Name: _____

This completed form is confirmation that our club/society would like to register as an official Federation University Australia affiliated student club/society.

Benefits of being affiliated

- Access to club funding options.
- One fully funded BBQ per year on your campus.
- Assistance with marketing through a variety of advertising options available through the Student Engagement team
- Access to University equipment managed by Student Engagement
- Support staff advice and mentoring in the management of club or society activities
- Access to room bookings within the University.
- Access to selected University sporting facilities.
- Opportunities to promote your club or society at signup days e.g. orientation week, lunch time sign up times on campus.
- Access to leadership training for running your club or society executive
- Free printing of posters/flyers (colour and mono) as well as other selected printing products and options.
- Permission to display posters on campus noticeboards
- Cover by University Public Liability Insurance for approved trips, events and activities
- Support with OHS requirements for functions and trips to limit possible legal risks and liability
- Access to University legal department services at no charge
- Access to lockers/storage areas

As per affiliation requirements, we have supplied the following information (please tick boxes to confirm):

Main Function of Club/Society <i>(Place tick one or more box)</i>	
<input type="checkbox"/> Sports <input type="checkbox"/> Cultural <input type="checkbox"/> Course discipline	<input type="checkbox"/> Social <input type="checkbox"/> Special Interest <input type="checkbox"/> Religious

<input type="checkbox"/> Copy of minutes of IGM (1 st Annual General meeting) attached <i>(tick box when attached)</i>
<input type="checkbox"/> Copy of Constitution attached <i>(tick box when attached)</i> <small>Student Engagement can provide you with a sample constitution and are more than happy to sit down and discuss the process of creating your own club constitution.</small>
<input type="checkbox"/> List of committee/office bearers <i>(tick box when attached)</i>
<input type="checkbox"/> Full list of current or prospective members <i>(tick box when attached)</i> <small>A minimum of 8 students is required to start a club or society. Please include full name, student number & contact details</small>
<input type="checkbox"/> Detailed summary of events <i>(tick box when attached)</i> <small>A detailed summary of your proposed club events and activities for the upcoming 12 month period</small>
<input type="checkbox"/> Club signatories to be listed on the club/society bank account
<input type="checkbox"/> A bank statement which confirms club assets (if the club is pre-existing)

By signing this affiliation request, I can confirm that we understand our obligations and agree to abide by the policies and procedures of the University, uphold the values and standards and agree to not bring the University into disrepute in any way. Breaches to these rules and regulations may result in disciplinary actions.

We understand that the University expects a level of responsibility and in the signing this request we will work to foster a mutually beneficial relationship for both parties.

We understand that if this request form is not fully completed, the club/society will not be eligible for affiliation.

Signature of Club/Society President or Vice President:

Date:

Signature of Student Engagement staff member:

Date:

Completed form and associated documents to be returned to: studentengagement@federation.edu.au

Student Engagement will review your completed application. If your application is successful, you will receive this in writing, the final affiliation requirement is to sign a Memorandum of Understanding with Federation University Australia (MOU)

Contact Details of Committee Members
Please provide ALL the following details for your club's Executive Committee.

President Name: _____ ID No. _____
 Term Address: _____ Postcode: _____
 Mobile: _____ Email: _____

Vice President Name: _____ ID No. _____
 Term Address: _____ Postcode: _____
 Mobile: _____ Email: _____

Treasurer Name: _____ ID No. _____
 Term Address: _____ Postcode: _____
 Mobile: _____ Email: _____

Secretary Name: _____ ID No. _____
 Term Address: _____ Postcode: _____
 Mobile: _____ Email: _____

Additional Committee Member:
 Name: _____ ID No. _____
 Term Address: _____ Postcode: _____
 Mobile: _____ Email: _____

Club Signatories to be listed on Club/ Society bank account
NB. These people are authorised to approve cheques, charges, and other major decisions for the club (minimum of three):

1. Name: _____
 Position: Treasurer
 Signature: _____

2. Name: _____
 Position: _____
 Signature: _____

3. Name: _____
 Position: _____
 Signature: _____

4. Name: _____
 Position: _____
 Signature: _____

