New FedUni Club or Society

Complete an *Expression of Interest* form and send to studentengagement@federation.edu.au

Arrange meeting with Student Engagement staff to discuss *Expression of Interest*

Collect club/society affiliation pack from Student Engagement staff

Complete and submit club/society application including:

- Affiliation request form
- Copy of IGM minutes
- Copy of Constitution
- List of Committee/Office bearers
- Full list of prospective members
- Detailed summary of events
- Club signatories for bank account
- Submit to studentengagement@federation.edu.au

Student Engagement staff organise meeting of Affiliation Approval Committee to review application

If application is successful, your club/society will be notified in writing

Make an appointment with the Student Engagement team to sign the Memorandum of Understanding

Congratulations! You are now an affiliated FedUni club/society. Refer to the club and society guidelines document on the website for additional information.