

NAME OF CLUB : DSU _____

DATE SUBMITTED: _____

IN ORDER TO BE CONSIDERED FOR CLUB STATUS BY THE BOARD OF DIRECTORS, PLEASE
SUBMIT THE FOLLOWING ITEMS IN YOUR COMPLETED CLUB PACKAGE :

Club Constitution Form

This outlines the purpose, type, and democratic structure of the club. If you have any questions, please contact clubs@thedsu.ca.

Club Fair

Reserve your club's space at one or both of the two clubs fairs this semester. The Club Fair Registration form must be submitted to the DSU Club Coordinator by **Friday January 14th @12pm**.

Executive List

Please supply a full list of those members running the club. Some clubs hold elections in the fall semester, and if this is the case for your club, an updated list can be submitted after your election. All club executives must be Douglas Students' Union members. Please use your Douglas College email.

Liability Disclaimer

Please ensure this form is filled out and signed by club executives who are 19 years or older. All club executives must be Douglas Students' Union members. Please use your Douglas College email.

Signing Officers

For this is required each year whether the signing officers have changed or not. Please refer to the Club Policy in your package for requirements of Signing Officers. All club signing officers must be Douglas Students' Union members. Please use your Douglas College email.

Club Description

Clubs must email a description of the club, up to 100 words, to the DSU Club Coordinator. This description will be posted on the Students' Union website and App. Please include the club name as well as your club's website address (if applicable).

Membership List

This should be a full club membership list with a minimum of fifteen members (thirty for academic and course unions). 90% of the membership must be Douglas students (95% for Academic/Course Unions). Please email the DSU Club Coordinator if you would like to submit a virtual membership list instead of the one included in this registration package.

Individual Club Member Waiver

Individual Member Waivers are only for clubs in the Sport/Recreation category. Please ensure waiver forms are filled out and signed by every member of the club.

Website Content Form

This is required for each club. Anything listed on this form will be posted and available for students on the Douglas Students' Union Website. Please include a logo for the website (if applicable).

NAME OF CLUB : DSU _____

Are you applying to be a **NEW** club or are you **RENEWING** your pre-existing club? (Please circle)

Club Type:

Please identify which type/category of club you are registering

- | | |
|--|---|
| <input type="checkbox"/> GENERAL INTEREST | <input type="checkbox"/> ACADEMIC/COURSE UNION |
| <input type="checkbox"/> PARTISAN/RELIGIOUS | <input type="checkbox"/> GRAD ASSOCIATION |
| <input type="checkbox"/> SPORT/RECREATION | |

Club Purpose:

list the various different purposes of your club. (Please include a minimum of 3, maximum of 5)

1. _____
2. _____
3. _____
4. _____
5. _____

Club Oversight:

Each club is run by an executive elected by club members. Executives need at least 3 members.

How many executives does your club have? _____

Club Financials:

Is your club affiliated with any external organizations? (Please circle) **YES** or **NO**

Does your club have an external bank account or registered GST number? (Please circle) **YES** or **NO**

Club Registration Periods:

By submitting this form, you are agreeing for your club to be active until September 30th.

All clubs must renew in September to continue their club status.

Which campus is your club based out of?

- New Westminster Coquitlam Both

NAME OF CLUB : DSU _____

Club fairs are an excellent opportunity to showcase your club or course union to students. You can promote events, gather support on campaigns and activities, and recruit new members. Each club will be allocated at least half of a 6-foot folding table and you can advertise and promote your club however you'd like with your space. Be creative and remember you are trying to stand out among all the other clubs.

A few suggestions: club banner, posters, pictures from past events, plans for this year, and club info (mission/purpose, contact info).

THERE WILL BE TWO CLUB FAIRS, ONE FOR EACH CAMPUS. YOU CAN SIGN UP TO EITHER OR BOTH.



COQUITLAM CAMPUS

TUESDAY JANUARY 18
11:00AM-1:00PM
AB ATRIUM



NEW WEST CAMPUS

THURSDAY JANUARY 20
11:00AM-1:00PM
CONCOURSE

PLEASE FILL OUT THE BOTTOM PORTION OF THIS PAGE AND RETURN IT TO THE STUDENTS' UNION OFFICE BY **FRIDAY JANUARY 14TH @12PM**

Keep the top portion of this page as a reminder for those in your club who will be staffing your table. Please note that your table must be staffed by a student club member at all times. It cannot be a club member who is not a student.



CLUB NAME: _____

CLUB CONTACT: _____

CONTACT EMAIL: _____

CONTACT PHONE NUMBER: _____

CAMPUS CHOICE: COQUITLAM NEW WESTMINSTER BOTH

PLEASE PROVIDE A BRIEF OUTLINE/DESCRIPTION OF YOUR CLUBS' TABLE/BOOTH: _____

DO YOU HAVE ANY SPECIAL REQUESTS? (AV, POWER, ROLLING BOARDS, ETC...)

THIS FORM MUST BE SUBMITTED BY FRIDAY JANUARY 14TH @12PM

NAME OF CLUB : DSU _____

Each club must have a minimum of 3 club executive positions. These positions can be named at the discretion of the club (ex: President, Vice-President, Treasurer). Three (3) of the club executives must also be signing officers. The contact name under "Executive Position #1" will act as the main contact and liaison for the club. Please use your Douglas College email address.

EXECUTIVE POSITION #1 (*MAIN CLUB CONTACT)

Name:	Position:
Student Number:	Douglas College Email Address:
Phone:	

EXECUTIVE POSITION #2

Name:	Position:
Student Number:	Douglas College Email Address:
Phone:	

EXECUTIVE POSITION #3

Name:	Position:
Student Number:	Douglas College Email Address:
Phone:	

EXECUTIVE POSITION #4

Name:	Position:
Student Number:	Douglas College Email Address:
Phone:	

EXECUTIVE POSITION #5

Name:	Position:
Student Number:	Douglas College Email Address:
Phone:	

NAME OF CLUB : DSU _____

_____ (the Club) acknowledges that as a Students' Union Club as defined by Students' Union Policy, the Club is solely responsible for the Club's fiscal management. The Club acknowledges that the Students' Union, its officers, employees, Board members and agents, are not responsible or liable for the Club's fiscal management, including any contractual commitment, expense, loss or damage incurred or caused by the Club, its purported officers, Club Executive members, employees, agents or independent contractors.

In consideration of being allowed to operate as a Students' Union Club, in accordance with Students' Union rules, standing orders, and policies, the Club hereby releases and agrees to indemnify the Students' Union, its officers, employees, Board members, and agents from all claims and liability in respect of its fiscal management, including any contractual commitment, expense, loss or damage howsoever incurred or caused by the Club, its purported officers, Club Executive members, employees, agents or independent contractors.

SPORT/RECREATION CLUBS MUST ALSO HAVE INDIVIDUAL CLUB MEMBERS SIGN A SEPARATE WAIVER FORM. PLEASE CONTACT [CLUBS@THEDSU.CA](mailto:clubs@thedsu.ca) IF YOU FALL UNDER THE SPORT/RECREATION CLUB CATEGORY.

Two executives of the Club must sign below (both must be 19 years of age or older) to acknowledge the club accepts these rules.

FOR THE CLUB:_____
Print Name_____
Signature_____
Position within the Club_____
Date_____
Print Name_____
Signature_____
Position within the Club_____
Date**FOR THE DSU:**_____
Name_____
Signature_____
Position within the DSU_____
Date

NAME OF CLUB : DSU _____

Each Club must appoint 3 (three) executives to act as signing officers. The signature of signing officers is required to authorize expenditures and execute other directives of the Executive. All signing officers and club executive members must be current DSU members and Douglas College students.

SIGNING OFFICER #1

Name:	Position:
Email:	Signature:
Phone:	

SIGNING OFFICER #2

Name:	Position:
Email:	Signature:
Phone:	

SIGNING OFFICER #3

Name:	Position:
Email:	Signature:
Phone:	

NAME OF CLUB : DSU _____

IN ORDER TO HAVE YOUR CLUB LISTED ON THE WEBSITE, PLEASE FILL OUT THE FOLLOWING INFORMATION.

PREFERRED CLUB EMAIL: _____ @THEDSU.CA

CLUB SOCIAL MEDIA HANDLES & CHANNELS: _____

CLUB GOALS FOR THE YEAR: _____

PAST EVENTS YOUR CLUB HAS HOSTED:

(if you are a new club, you can leave blank) _____

ACTIVITIES/EVENTS YOU HAVE PLANNED FOR THE YEAR: _____

LIST OF CLUB EXECUTIVES:

NAME:

POSITION:

CLUB LOGO:

Clubs can submit a logo for their club. If you do not have a logo yet, the DSU logo will be used as a place holder. logo size must be 500 pixels x 500 pixels. Club logo can be sent to clubs@thedsu.ca.

CLUB PHOTOS:

Your club page on the website can have up to 4 photos posted. If you have photos of your club or from a previous event, please send them to clubs@thedsu.ca.

NAME OF CLUB : DSU _____

CLUB INFO:

Club Contact: _____ Phone: (_____) _____ - _____

Position: _____ Student #: _____

Email: _____

Budget Request forms will be due within two (2) weeks after the scheduled Clubs Council meeting. Approval of specific disbursements of club grants will be as per the items on the club's approved budget request forms and as agreed to by the Board of Directors. Please review the Clubs Policy prior to completing this form. If you have questions about your club's budget, please email clubs@thedsu.ca.

EXPENSES:

DESCRIPTION OF EXPENSE	COST
TOTAL REQUESTED:	\$

OFFICE USE ONLY:

Reviewed by: _____ Amount granted: _____

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ALL REIMBURSEMENTS MUST BE PRE-APPROVED EXPENDITURES AND REQUIRE ORIGINAL AND ITEMIZED RECEIPTS SUBMITTED, ALONG WITH THIS FORM, FOR DISBURSEMENTS OF FUNDS BY THE DSU. RECEIPTS MUST BE RECEIVED BY THE DSU OFFICE WITHIN TWO (2) MONTHS OF PURCHASE/EVENT DATE.

PLEASE NOTE: CHEQUE PROCESSING MAY TAKE UP TO TWO (2) WEEKS.

We, the undersigned, hereby request a withdrawal from our account.

Name of Club: _____

Date: _____

In the amount of: _____ (\$ _____)

To be made payable to: _____

Payee contact info: _____



Signing Authority:

Two Signing Offices are required to authorize the clubs' funds. Please note that the payee on the cheque cannot sign below for approval.

Name: (please print) _____

Signature: _____

Executive position: _____

Name: (please print) _____

Signature: _____

Executive position: _____

OFFICE USE ONLY:

Cheque Number: _____

Account DSU or Club Funds): _____

Approved by: _____