

CLUB MEETING/EVENT SCHEDULE

Clubs are required to hold regular events and meetings throughout the school year to provide activities for their members and to fulfill their democratic responsibilities. At least one meeting per month is recommended to report back to the membership, gain input, make decisions and recruit additional members.

SEPT		
Date	Event/MTG	Description of Activity
OCT		
Date	Event/MTG	Description of Activity
NOV		
Date	Event/MTG	Description of Activity
DEC		
Date	Event/MTG	Description of Activity
JAN		
Date	Event/MTG	Description of Activity
FEB		
Date	Event/MTG	Description of Activity
MARCH		
Date	Event/MTG	Description of Activity
APRIL		
Date	Event/MTG	Description of Activity

THE CONSTITUTION

Each club must attach a Constitution for their individual club, unless you are a returning club AND you have confirmed that we have an existing one on file. The Constitution for a club is one of its most important documents, outlining the purpose and structure of the group. We have provided a sample on the next page which you may use as a model for creating your own.

Each constitution should include the following items. Please check for their inclusion before submitting your constitution with your application:

- Purpose of club
- Requirements for membership
- Breakdown of responsibilities of each Officer/Executive
- Guidelines for the election of the Officers/Executive
- Guidelines for the removal of Officers/Executive or members

For a sample constitution please email clubs@sagbca.ca



Club Applications can be submitted to any Student Association office or by email to clubs@sagbc.ca

FOR OFFICE USE ONLY

Date Application Rec'd: ___/___/___ Rec'd by: _____

Approval Granted on: ___/___/___ Initials: _____



CLUB/ORGANIZATION NAME

EMAIL

WEBSITE

EXECUTIVES

NAME/POSITION: _____

STUDENT #: _____

PHONE #: _____

EMAIL: _____

SIGNATURE: X _____

NAME/POSITION: _____

STUDENT #: _____

PHONE #: _____

EMAIL: _____

SIGNATURE: X _____

NAME/POSITION: _____

STUDENT #: _____

PHONE #: _____

EMAIL: _____

SIGNATURE: X _____

NAME/POSITION: _____

STUDENT #: _____

PHONE #: _____

EMAIL: _____

SIGNATURE: X _____

FACULTY ADVISOR (IF APPLICABLE)

NAME	EXT.	EMAIL	SIGNATURE

STATEMENT OF RIGHTS & RESPONSIBILITIES

WE, the undersigned Officers, having read the Clubs Package and read and completed the Application Package, hereby accept the obligation of (Club Name) _____, its Officers and members to respect and adhere to Club policies and requirements as well as to all George Brown College policies and procedures, including the Student Code of Conduct.

WE understand that approval of this request for recognition enables us to use the name of George Brown College and the Student Association of George Brown College in association with our activities. We also understand and accept that (Club Name) _____ has no right to speak for the College or the Student Association, nor should we give the appearance of doing so. Finally, we acknowledge that the College and the Student Association accept no liability arising out of the Student Association's recognition of (Club Name) _____ and the activities of said group. We further agree that (Club Name) _____ shall indemnify and hold the College and Student Association harmless for any damages and legal costs resulting from its activities.

SIGNING OFFICER NAME	POSITION	SIGNATURE

MEMBERSHIP

NAME	STUDENT ID	Email Address

Additional membership sheet attached? YES NO Total number of members: _____

CLUB BUDGET

* Clubs may use this form or choose to attach a separate worksheet. *

REVENUE:

ITEM	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
TOTAL									

EXPENSES:

ITEM	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
TOTAL									

VARIANCE:

REVENUE TOTAL ① - (minus) EXPENSES TOTAL ② = \$

NOTES:

- Attempt to project as accurately as possible for the year.
- Examples of **expenses** may be food for meetings, transportation to conferences, cost of events etc.
- Examples of **revenue** may be an existing balance, funding from SA, fundraising etc. The **variance** should be as close to zero as possible, indicating a break-even budget. A variance in the minuses indicates a deficit budget that should be corrected before submitting this application.