

BCIT Student Association

BCITSA Club Application

Last Amended:
2017-08-16

Club Proposal

Please complete the following forms and submit to the Clubs Program Coordinator.

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

Club Name: _____

Please choose the type of the club you wish to start:

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: _____

Club Mandate/Objective:

Outline what you intend to accomplish upon sanctioning:

Briefly explain how your club will benefit student life: (give a few examples)

Promotional Paragraph to be used on the BCITSA website (mandatory):

General Information

The following information will be released in the BCITSA Student Council meeting, but not published in the meeting minutes. Please ensure that it is suitable for publication.

Club/Organization Name: _____

Acronym (if applicable): _____

Contact E-Mail: _____

Contact Phone Number: _____

Website and social media: _____

Executive members (assigned roles can be tentative)

President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Vice President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Treasurer

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Other Executive: _____

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Faculty Advisor (not mandatory, but recommended)

Name: _____ Department: _____ Ext: _____

E-Mail: _____ Signature: _____ Date: _____

FOR OFFICE USE

Date Application Received: _____ Received by: _____

Membership List

In order to prove there is sufficient interest in starting your new club, **10 students** in addition to the club's executives must sign up.

Treat this list as an initial membership of the club. If you have additional members, please add an additional page.

- Please ensure full names are printed clearly. This Membership List will be kept confidential by the BCITSA upon sanctioning, and will not be included in the meeting minutes.

	Full Name	Signature	Email	BCIT Program	Year of Schooling
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Club Sustainability

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

A common way of collecting funds for club operations is to charge a membership fee for new club members. If you plan to charge a membership fee, please state the amount and what this will entitle the clubs members to:

Membership Fee (If Any): \$ _____

Entitles Member To (voting rights, free event admission, etc.):

Club Agreement *(completed after sanctioning by Student Council)*

The _____ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

- This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to de-sanctioning.
- This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Program Coordinator.
- Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the _____ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

Signatures:

Club President: _____

Club Treasurer: _____

VP Campus Life: _____