



## **Club Recognition Guidelines**

### **Mission Statement:**

The Students' Association recognizes the rights of student members to form clubs as a forum for expressing their views and meeting their academic, social and cultural needs on campus. The Students' Association however, will not recognize any clubs whose activities, in the opinion of the Association, promote hatred, violence, and propaganda or are of a political nature designed to disparage a government, state, country, religion, individual or group of people.

### **Criteria for Club Recognition:**

1. All members must be activity fee paying members of the Students' Association and the club must have at least ten members.
2. The club must demonstrate a clear purpose by establishing clear goals and objectives.
3. There must be an official spokesperson or liaison to represent the club.
4. Membership to the club must be free of charge and eligibility must be open to all activity fee paying students.

### **Application:**

1. The application form must be completed in full and submitted to the Students' Association office for review.
2. A club name must be established.
3. Goals and objectives of the club must be clearly outlined.
4. Two official contact persons must be indicated.

### **When the Club has been recognized:**

1. The Student's Association will provide a mailbox in the Students' Association office.
2. Clubs will be listed on our website, [www.AlgonquinSA.com](http://www.AlgonquinSA.com). The website will include the club contact information. For this information to be placed on the website the following question will have to be answered.

Do you want your club contact email listed on the website?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Clubs may apply for funding as per the guidelines on the Club Funding Form.



### **Club Funding Application**

The Students' Association recognizes the rights of student members to form clubs as a forum of expressing their views and meeting their academic, social, and cultural needs on campus. The Students' Association however, will not recognize any clubs whose activities, in the opinion of the Association promotes hatred, violence, and propaganda or are of a political nature designed to disparage a government, state, country, religion, individual or group of people.

#### **Criteria Eligible for Funding:**

Please note that a club must obtain official Students' Association club recognition status prior to applying for club funding.

1. Opportunities to form clubs to cultivate on campus activity throughout the year.

#### **Criteria NOT Eligible for Funding:**

1. Any course, activity or service to be provided by a professor, instructor or any other person(s) employed by Algonquin College will not be considered for funding.
2. Funding will not be provided for academic requirements.
3. Funding will not be provided for any athletic or recreational activities.
4. Funding will not be provided for food and beverages.
5. Funding will not be provided for membership to other associations or political parties.

#### **Funding:**

The Students' Association reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all request received and anticipated throughout the year.

- All applications must include detailed estimates of all expenses.
- When approved, all cheques will be made strictly to companies, stores, or organizations and not to a student directly.
- The declaration of Students' Association funding sheet, which is attached MUST be completed
- All cheques must be picked up from the Students' Association by one of the contact persons.
- All invoices/receipts must be submitted to the Students' Association before cheques are released.

Please note that Applicants cannot benefit financially from this application.

**An incomplete application form will not be processed**

**I have read and understood all of the above information**

\_\_\_\_\_  
Signature of applicant



**Club Funding Application Form**

**Purpose of Club Funding (please be specific):**

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**Benefit/Merit:**

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**Student Contact Information:**

Club Name \_\_\_\_\_  
Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

**Expected Club Budget:**

List of Club Expenses	Amount(\$)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Club Expenses \_\_\_\_\_

Number of club members participating in the proposed event(s) \_\_\_\_\_

Where are the event(s) going to be held? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

