

New Club Start Up Form

Important information about the SANQC Student Club Program:

- The purpose of student clubs is to increase leadership skills in student club executives through extensive development, training and providing you ownership over the success and goals of your club.
- We also want to help support student clubs and provide them with the opportunity to be collective groups that are sustainable, no matter how big or small, to form and contribute to student life. We help with this through ratification, funding and the diversity of club categories.
- All clubs must be ratified by the Students' Association and specifically Students' Council. Clubs are required to have a minimum of 3 executives to ratify (or re-ratify) their club. These executives must be current NorQuest students.
- Visit the SANQC website at www.sanqc.ca for student club information and resources.

Once complete, email this form to lin.wang@norquest.ca to make an appointment.

Keep this sheet for your information.

New Club Start-Up Form

Student Information

Name: _____

NorQuest Student Email: _____

Phone: _____

Club Information

Please note that clubs may not use the words association, union, society, or council in their name.

Club Name: _____

Club Abbreviation: _____

What is the main purpose of your club (MISSION)?

(TIP: You can google “how to build a mission”.)

Activities

What types of activities do you anticipate your group would want to plan? Please be descriptive.

Executives

Club executives are the leaders of the new club you are building. You need a minimum of three (3) club executives to run and maintain any ratified club. We recommend four (4) executives with the roles divided as President, Communications, Operations and Events. If you need more space, for more executive information please photocopy this page and attach additional executive roles. These members must be current NorQuest students and Students' Association members, in good standing.

Executive Position #1: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #2: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #3: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #4: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Viability Measurement

How financially feasible is your club within the allotted budget of \$600 for Fall and \$600 for Winter/club?

- 1 2 3 4 5

(1 being not at all feasible – 5 being absolutely feasible)

Describe how your plan is financially feasible and how you will manage that within the year.

How attractive would this club idea be to our student population?

- 1 2 3 4 5

(1 being not attractive to many – 5 being attractive to many)

Describe why this idea is attractive to students and how you will emphasize that throughout the year.

Is your club within scope? i.e. do you want to do things general liability insurance may not cover?

- 1 2 3 4 5

(1 being not at all within scope – 5 being absolutely within scope)

Describe how your plan is within scope and how you will manage that within the year.

How sustainable is your club plan? i.e. do you have experts, faculty support and a strong team?

- 1 2 3 4 5

(1 being not at all sustainable – 5 being absolutely sustainable)

Describe how your plan is sustainable and how you will manage that within the year.