

**CLUBS AND SOCIETIES
AFFILIATION FORM
2018/19**

STUDENTS' REPRESENTATIVE COUNCIL
UNIVERSITY OF GLASGOW



PLEASE COMPLETE **IN FULL** AND RETURN TO THE SRC WELCOME POINT

NO APPLICATIONS WILL BE CONSIDERED AFTER **31st May 2019**

PLEASE WRITE IN **BLOCK CAPITALS AND BLACK INK**

CLUB/SOCIETY DETAILS – *ESSENTIAL INFORMATION

CLUB/SOCIETY NAME*.....

WAS THIS CLUB AFFILIATED LAST YEAR?* YES / NO (CIRCLE AS APPROPRIATE)

HAS THE NAME OF THE CLUB CHANGED IN ANY WAY?* YES / NO (CIRCLE AS APPROPRIATE)

IF YES, WHAT WAS THE CLUB'S NAME LAST YEAR?*

CLUB/SOCIETY EMAIL *..... **PLEASE NOTE THAT CENTRAL**

WEBSITE..... **TIMETABLING WILL NOT**

FACEBOOK..... **ALLOW ROOMS TO BE BOOKED**

TWITTER @..... INSTAGRAM @.....

NUMBER OF STUDENT MEMBERS*..... NUMBER OF NON STUDENT MEMBERS (NO MORE THAN 20%)*.....

Please supply a membership list, which should be in alphabetical order and have student numbers beside the names

DOES YOUR CLUB HAVE A FORMAL OR INFORMAL ASSOCIATION WITH A THIRD PARTY?* **YES / NO** (please circle)

IF YES, PLEASE SPECIFY*

Name of Association (**FORMAL / INFORMAL** - please circle):.....

Relationship:.....

OFFICE BEARERS NOMINATED TO DEAL WITH GUSRC* (At least 3, maximum 6)

CENTRAL TIMETABLING (CTT) REQUIRE THE DETAILS OF **UP TO THREE** OFFICE BEARERS NOMINATED TO BOOK ROOMS ON BEHALF OF CLUBS/SOCS, PLEASE TICK IF YOU ARE HAPPY FOR THESE DETAILS TO BE PASSED TO THEM.

Main Contact (tick one)	Name	Student Number	Mobile Number	Position	CTT nominated contact (tick)*

Would you like an SRC Pigeonhole (please circle) YES / NO

Please note that pigeonholes must be checked at least once a month. Any old mail will be returned or destroyed.

WEBSITE

Each affiliated club is listed on our website. To make the most of this facility, please **email** an image/photograph and a few paragraphs of text describing what your club/society is about.

PLEASE SEND YOUR IMAGE AND TEXT WITH ‘*YOUR CLUB NAME* WEBSITE IMAGE’ IN THE SUBJECT FIELD to clubsandsocs@src.gla.ac.uk

PHOTO/IMAGE SPECIFICATIONS

Images should be in a format such as jpeg, png etc and have a ratio of **2.45 : 1** and minimum resolution of **736 x 300 pixels**. Images with different ratios will be cropped to fit.

We may have a description and photos stored from last year’s affiliation which we will continue to use unless notified otherwise.

If you **DO NOT** want us to do this **and would prefer it was deleted** please tick this box

DATA PROTECTION

The SRC keeps all personal information secure. It uses the information provided for the purposes of administrating and publicising societies, including placing club and society information on the SRC website. We may also share club contact details with students, and organisations providing services to students. **Please note that only the general club email address will be shared and no personal details will be given out.**

You can read the SRC Privacy Notice at <https://www.glasgowstudent.net/about/privacy-notice/>

Please tick the box to confirm that you have read and agreed to these terms.

Or, if you do not wish information you have supplied to be used in this way, please provide alternative contact details:

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CLUBS AND SOCS INDUCTION

I understand the SRC Clubs and Societies induction is compulsory and a minimum of two office bearers are required to attend an induction for this year (please tick) Induction dates here: <https://www.glasgowstudent.net/clubs/faqs/>

For continuing clubs/societies only: I confirm that there have been no changes to our club/societies constitution from the previous year YES / NO (please circle as appropriate) **If NO please attach your constitution to your application.**

DECLARATION

- I confirm that this club/society wishes to affiliate to GUSRC.
- I have attached the clubs/societies constitution, a full members list, and a signed GUSRC equal opportunities statement.
- I confirm that all information contained throughout the application is to the best of my knowledge, complete and accurate.

Signed..... (Listed Office Bearer) Position..... Date.....

FOR OFFICE USE ONLY – If any of the following is missing, forms will be rejected.

Constitution attached and relevant to club/soc	YES/Not applicable
Declaration Signed	YES
Membership list attached (with relevant student numbers and in alphabetical order)	YES
Equal Opportunities statement	YES
Three Office Bearers + 12 additional members	YES
Clubs with external affiliation section complete	YES
Only THREE ticked for CTT contacts	YES
Main contact ticked	YES

Date Received:

stamp in box

Form checked by