**SRC Affiliation Induction Letter**

To whom this may concern,

Thank you for your interest in affiliating with the SRC. Running a club can be an extremely rewarding endeavour to take part in whilst at university. We do, however, understand that it can also be a difficult job. Therefore, we have included some helpful reference points below which can help to answer any questions that you may have. Please read the clubs and societies affiliation handbook, as this will answer many of your questions and keep you on the right track.

We are trying to minimise our impact on the environment and no longer print this book. Please do have a look online at: <https://www.glasgowstudent.net/clubs/handbook/>

**Affiliation Checklist:**

To affiliate, an Office Bearer must complete and return, via email, the below forms along with submission of our online affiliation form:

* **Online Affiliation form**
* **Membership List** - this will include the names and student numbers of all UofG student members and the names of non-student members
* **Office Bearers and** [**HEAR**](https://www.glasgowstudent.net/clubs/handbook/hear/) **Contacts List**
* **Club Constitution** – a template model constitution which you can use to tailor to your own club can be found on our website. The sections highlighted in yellow are required in your constitution.

**Grant Application Checklist**

If your society wishes to apply for a grant, please complete a grant form (available on our website). You **must** apply for a grant **before** your event or before any purchases have been made No grant will be awarded retrospectively.

An Office Bearer must complete and submit the following to[**clubsandsocs@src.gla.ac.uk**](mailto:clubsandsocs@src.gla.ac.uk)**:**

* **Online grant form**
* **Email a recent society bank statement** **(2 months old or less) with the date you submitted your grant form.**

Again, thank you for your interest and if any questions are left unanswered, please do not hesitate to contact the clubs and societies email: [clubsandsocs@src.gla.ac.uk](mailto:clubsandsocs@src.gla.ac.uk).

Good luck with your club for the following year,

**SRC Clubs and Societies Committee**