



**FROST STUDENT  
ASSOCIATION**

**FROST  
STUDENT  
ASSOCIATION  
CLUB  
KIT**



# FROST STUDENT ASSOCIATION

## EXECUTIVE MEMBERS

**NAME:** \_\_\_\_\_  
**STUDENT ID:** \_\_\_\_\_  
**CLUB TITLE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**STUDENT ID:** \_\_\_\_\_  
**CLUB TITLE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_

## FACULTY ADVISOR

**NAME:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EXTENSION:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



# FROST STUDENT ASSOCIATION

## APPENDIX A

As you can see by the following example, the club report is a simple report that allows the Frost Student Association to know how active your club is. Remember, club reports need to be submitted to the Director of Student Life at the end of each semester.

**CLUB NAME:** \_\_\_\_\_

**TOTAL NUMBER OF MEMBERS:** \_\_\_\_\_ (attach updated member list)

**TOTAL NUMBER OF MEETINGS:** \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_ (if applicable)

**TOTAL BUDGET:** \_\_\_\_\_ (if applicable)

**ATTAINED FROM:** \_\_\_\_\_

**MEMBERSHIP FEES:** \_\_\_\_\_

**FUNDRAISING:** \_\_\_\_\_

**TOTAL NUMBER OF EVENTS:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**TYPES OF EVENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GOALS FOR NEXT SEMESTER/YEAR(S):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMENTS/IDEAS/SUGGESTIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# FROST STUDENT ASSOCIATION

## APPENDIX B

### REQUEST FOR PAYMENT FORM

You may also submit a funding request form to see if the Frost Student Association is able to help out with the club. **THIS DOES NOT A GUARANTEE A SUM OF MONEY. THERE IS NO BUDGET SET ASIDE FOR ANY CLUB. THE MOST THAT ANY CLUB CAN REQUEST IS \$50.00. THIS WILL BE VOTED ON BY THE FROST STUDENT ASSOCIATION BOARD OF DIRECTORS AT THEIR NEXT SCHEDULED BOARD MEETING.** A copy of this form is on the following page.

Receipts must be attached and can only be submitted within two weeks of the event.

- 1) Original receipts
- 2) Completed Request for Payment Form
- 3) Completed Club Report

THERE WILL BE NO EXCEPTIONS!



# FROST STUDENT ASSOCIATION

## REQUEST FOR PAYMENT FORM

(ALL REQUESTS ARE VOTED ON WITHIN ONE WEEK OF SUBMISSION)

INTERNAL

CLUB

DONATION

<b>DATE:</b>		<b>REQUESTOR:</b>				
<b>GROUP NAME:</b>						
<b>AMOUNT REQUESTED: (EXACT AMOUNT)</b>			<b>CASH</b>	<b>CHEQUE</b>		
<b>IS THIS A REIMBURSEMENT?</b>	<b>YES</b>	<b>NO</b>				
<b>USE OF FUNDING:</b>						
<b>RECEIPT ATTACHED: (IF APPLICABLE)</b>	<b>YES</b>	<b>NO</b>	<b>IF NO, GIVE EXPLANATION FOR ITEMS PURCHASED.</b>			
<b>IF INTERNAL PROVIDE A BREAKDOWN OF EXPENSES:</b>						
<b>IS THIS:</b>	<b>A CLUB EVENT?</b>		<b>FSA EVENT?</b>		<b>OTHER:</b>	
<b>IF OTHER, PROVIDE EVENT INFORMATION.</b>						
<b>ADDITIONAL INFORMATION:</b>						
<b>SIGNATURE:</b>						
<b>OFFICE USE ONLY</b>						
<b>APPROVED BY:</b>			<b>DATE:</b>			



# FROST STUDENT ASSOCIATION

## APPENDIX C

### GENERAL INFORMATION

The following information, along with your assigned phone number will be released in the form of a club list. Please ensure that it is suitable for publication.

**CLUB/ORGANIZATION NAME:**

**ACRONYM (IF APPLICABLE):**

**CONTACT EMAIL:**

**PHONE NUMBER:**

---

---

---

---



# FROST STUDENT ASSOCIATION

## APPENDIX D

### CLUB PROPOSAL FORM

Please complete the following forms and submit to the Director of Student Life or Support Manager at the Frost Student Association office located above the Auk's Lodge.

\*Applications are accepted on a first come first served basis.

This proposal is meant to allow the Frost Student Association to better understand your reason for starting a club and your expectations and goals for the year.

**CLUB NAME:** \_\_\_\_\_

**CLUB MANDATE/OBJECTIVE** (let us know how or why you came up with the idea of this club and its purpose):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOALS AND ASPIRATIONS OF CLUB** (outline what you want to accomplish by having this club):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BRIEFLY EXPLAIN HOW YOUR CLUB WILL BENEFIT STUDENT LIFE** (list a number of ideas that you think will benefit students):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROMOTIONAL PARAGRAPH** (to be used on the FSA website)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

DATE APPLICATION RECEIVED		RECEIVED BY	
APPROVAL GRANTED ON		INITIALS	



# FROST STUDENT ASSOCIATION

## MEMBERSHIP

- In order to be official, the club must have a prospective or existing membership of no less than seven (7) Fleming College students, including Executive Members
- If you have additional members, please add an additional page
- This application will not be processed if names and student ID numbers are missing or illegible
- Member's names will be kept confidential by the Frost Student Association at the request of the applying club
- A club may be recognized as a club with less than the seven (7) required members, however no financial funding will be received from the Frost Student Association until the membership list has been resubmitted with the minimum requirements.

	<b>NAME</b> (PRINT CLEARLY)	<b>STUDENT ID</b>	<b>SIGNATURE</b>	<b>DATE</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

<b>Additional member sheet attached:</b>	<b>Yes</b>		<b>No</b>	
<b>Total number of members:</b>				
<b>Clubs may charge a reasonable and justified membership fee of no more than \$20.00 per student per semester.</b>				
<b>Will your club be charging a membership fee?</b>	<b>Yes</b>		<b>No</b>	
<b>How much per semester?</b>				





# FROST STUDENT ASSOCIATION

## CLUB AGREEMENT

The \_\_\_\_\_, being a sanctioned club under the Frost Student Association, has read, understands and agrees to follow the Frost Student Association club requirements.

This club agrees and understands that should they violate applicable rules of the Frost Student Association Club Kit, the Frost Student Association Constitution/By-Law and policies, the Fleming College policies and Code of Conduct, they may be subject to internal dissolution (for example, separation of any future support).

This club is also aware and agrees that the club will be termed "dissolved" as a result of two-thirds majority vote of the Frost Student Association Executive Committee.

Unless caused by the actions or inaction of Frost Student Association, or those for whom it is in law responsible, release, hold harmless and indemnify Frost Student Association from and against any actions, claims, suits or other demands and against all costs, damages, expenses or losses which may be incurred or sustained by Frost Student Association and whether such activity or event occurs on or off the College premises.

We, \_\_\_\_\_ (club name), are liable for all unauthorized debts incurred by the club.

We agree not to enter into any contractual relationship with anyone with respect to the aforementioned club.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Life

\_\_\_\_\_  
Date



# FROST STUDENT ASSOCIATION

## FOR FROST STUDENT ASSOCIATION OFFICE USE ONLY

Club Name:

Date of Club Inception:

September – December (Fall Semester) – 2 Meetings Required

DATE	MEETING POSTER SUBMITTED (# OF COPIES REQUESTED)	DATE, TIME AND LOCATION OF MEETING	INITIALS

January – April (Winter Semester) – 2 Meetings Required

DATE	MEETING POSTER SUBMITTED (# OF COPIES REQUESTED)	DATE, TIME AND LOCATION OF MEETING	INITIALS

Receipts Submitted

DATE	TOTAL	SIGNATURE

Report Submitted

DATE	SIGNATURE