CLUB/SOCIETY PROPOSAL FORM

PROPOSAL BY -

STAFF OR STUDENT	
Staff Name :	Student Name :
Programme :	Student ID No. :
Contact No. :	Contact No. :
Signature :	Signature :
Date :	Date :
Name of Club/ Society/ Group :	

Objective/s

List of Members

Name	Position	Student No

First General Meeting is planned to be held in *(example, week 1, November 2020)*	
First activity is planned to be organised in *(example, week 1, November 2020)* *Please fill in the separate sheet for activity proposal*	

The club will undergo 2-month trial period, in which you will make your commitment to:

1) Recruit at least 10 students into your club

2) Hold the first general meeting for brainstorming ideas of what the club should do for one year, and who will take what roles in the club [1 President, 1 Treasurer, 1 Secretary, and as many event coordinators as you would like]

3) Have the first event to launch the club

4) Have a draft plan of what to do for the remaining 10 months and how to promote your club

(This all can be done at the end of 2nd month. First, get people to sign up for your club first!)

Please note, if the above commitments are difficult to meet for you, please come and talk, we can always do something about it! The procedure will help you to learn about rules and responsibilities. Your contribution as the founder of the club, and later as a great club member or leader, will be recognised by university and help you significantly both in personal development and job application. You and the committee members can obtain a certificate from Student Experience Department if you wish.

Student Experience Department

Get involved. Get recognised