

## Club/Societies Affiliation Application Form 2022/23 Guidance

Below you will find each of the questions on the application form listed in **bold**, along with advice on how to answer them.

All answers should be detailed but concise. We would advise you to write your answers in a separate saved Word Doc and cut and paste them into the applications form. We would advise no more than 2,000 words in total across all questions (excluding committee details).

### Committee Details

You'll need to add the details of the club/society president, treasurer, and welfare officer. You'll need their names (as they appear on your UCL ID card), UPI (unique personal identifier – 5 letters and 2 numbers on the bottom of your UCL ID card), UCL user ID, contact number, UCL email address and alternative email address.

All clubs and societies are required to have the three mandatory officers. Two of these are known as the principal officers, they are the president and treasurer of the club/society. The president has overall responsibility for the club/society, while the treasurer has overall responsibility for the club/society finances. There can only be one president and one treasurer. The positions cannot be shared, and no other committee position can be above either role in the hierarchy of the club/society, In the absence of one principal officer, the other stands in for them.

The other mandatory committee position is welfare officer. They are responsible for welfare of their club/society members.

Further details of each role can be found in the club and society regulations.

You can have as many other committee positions as required. You won't be asked for details of them until you have been successfully affiliated.

Your first committee is appointed prior to affiliation. Once affiliated all further committee members must be elected by the club/society members via a Students' Union UCL facilitated election.

### Questions

#### 1. What will the main purpose of your proposed club/society be?

Pretty self-explanatory one to begin with. You need to lay out your club/society's overall and aims and objectives as a group. If affiliated these aims and objectives will become part of your club/society constitution.

## 2. What activity does your proposed club/society intend to carry out in a typical year?

List across a typical academic year (Sept - June) what sort of activity you would offer your members, both core activity and social activity. It should be detailed and varied (which you should explain further in Q3 and Q4). You should be offering a minimum of 6 different activities a year. You should also take into account exam periods, when activity may need to be reduced, and whether you would plan to offer activity outside of term time or not e.g. during the summer months.

## 3. How will your proposed club/society benefit UCL students?

Referencing your proposed activities in Q2, outline how your society will benefit the student experience at UCL.

## 4. Outline how your proposed club/society will provide new opportunities and activities which are accessible to all UCL students.

Explain in more detail the new opportunities and activities, listed in Q2, you will provide. You should also focus on inclusivity and demonstrate how said activities will be accessible to a wide range of UCL students e.g. postgraduates etc.

## 5. Why is there a need for your proposed club/society with UCL?

Outline any evidence you have for a demand for your club/society. This could be highlighted a lack of a particular service provision at UCL, or testimony from UCL students expressing a desire for your club/society and its proposed activities.

## 6. Demonstrate how the activities of your proposed club/society are not already catered for by an existing club/society.

This is the most important question in the application. You need to demonstrate that you don't significantly replicate activity of an existing society. Remember, it's up to you to prove you don't, not for the union to prove you do. Check the online union clubs/society directory for any potential clashes. You can contact any club/society to discuss, or ask for their support, using the email addresses in the directory. Any evidence to support your case can be attached as a separate document at the end of the application. You need to supply evidence not just an anecdotal account.

## 7. How do you envisage your proposed club/society developing in the next three years?

You need to convince the union that your club/society has not only a life beyond the next academic year and can be sustained and grow long after you have graduated. We're looking for an outline of a long-term vision and plan, including how you will recruit and hand over to a new committee in the following years.

## 8. Estimate of funding required each year to run your proposed activities.

Just a figure of how much you think you will require to run your proposed activities each year. Details of that figure to be laid out below.

## 9. Please provide explanation of estimate (you can also upload a draft annual budget if you wish)

A detailed explanation of how you came to the above figure. Breaking down the figures on where you anticipate funding to come from e.g. membership sales, sponsorship, union grant funding etc. We're looking for a realistic, sustainable budget. You can upload a draft budget if you wish but not compulsory to do so.

## Supporting Documentation

[Please upload any supporting evidence you may wish to include.](#)

This should be used to add any evidence to support any aspect of your application, but particularly when proving you don't replicate activity of another club/society. E.g. emails of support etc.

[Please upload your list of student signatures document here.](#)

This is where you should upload your 30 student signatures document. It must be on the template provided on the union website. Physical signatures are no longer required. We accept digital signatures or you can include the student's name (as it appears on their UCL ID card) and their UCL email address. The signatures do not reflect students' commitment to join your club/society, merely that they would like to support the affiliation of your club/society. The number is set at 30 as that is the minimum UCL student membership numbers each existing UCL club/society requires each year to remain affiliated to the union.