



UNIVERSITY of GUYANA
CLUB/ORGANISATION APPLICATION FORM
ESTABLISHED
ACADEMIC YEAR 20 /20
SECTION I: ORGANISATION INFORMATION

NAME OF ORGANISATION: _____

CHAPTER/PARENT ORGANISATION NAME: _____
 (If your organization is affiliated with an inter/national organization)

NAME OF PRESIDENT: _____

ADDRESS OF PRESIDENT: _____

Type of Organisation: _____
 (Academic, Social, Honorary, Professional, Political, Religious etc.)

Total No. of Current members _____
 (All members must be listed on this form)

NUMBER OF INTENDED MEETINGS PER SEMESTER _____
 (no less than 9 per academic year)

SECTION II: CAMPUS ADVISOR INFORMATION

NAME _____

TITLE _____

ADDRESS _____

TELEPHONE NUMBER _____

EMAIL _____

I the undersigned, agree to serve as the advisor for this club/organization for the _____ academic year.

 Campus Advisor Signature

 Date

 Club/organization President Signature

 Date

SECTION III: OFFICER INFORMATION

The following signatures certify that the officers/executive members of this student organization understand the University Of Guyana Student Code Of Conduct and agree to conform to all other regulations of the University of Guyana. **(MISSING SIGNATURES MEANS THE FORM IS INCOMPLETE. INCOMPLETE FORMS WILL NOT BE PROCESSED)**

Name	Office	Telephone	Email	Signature

Organisation President Signature

Date

Campus Advisor Signature

Date

SECTION IV: SUBMISSION OF SUPPLEMENTARY DOCUMENTATION

Please attach the following:

- a. If applicable an updated constitution for your organisation;
- b. A completed membership roster (see attached) with a minimum of ten (10) members. Please note that no member should be on probation; **(MISSING SIGNATURES MEANS THE ROSTER IS INCOMPLETE. INCOMPLETE FORMS WILL NOT BE PROCESSED)**
- c. If applicable, an updated copy of the (inter)national constitution of the institution for which your organization is affiliated.

Guidelines

The University of Guyana welcomes you back. Throughout this form you will find all the information you should need to successfully re-register your club/organization for the entire year. There are several beneficial reasons to re-register your club/organization with the University. These include:

- Use of the University name in the organization's title
- Record of each student's participation on the Co-Curricular transcript
- Campus publicity by printed announcements and posters as approved by Students' Welfare Division and/or Public Relations Division
- Publishing group events in the Student Guide or online
- Advertise club/organization events, fundraisers, etc. on the approved notice boards
- Petition for UGSS funds for group projects and activities (*in accordance with UG Guidelines for Funding*)
- Raise funds on University property with appropriate approvals
- Reserve the use of University facilities
- Use of a campus mailbox for club mail
- Use of the University printing services (fee charged for services)
- Approved organizations may open a campus bank account
- Participation in various campus events such as the Career Day, Orientation Week, etc.
- Support from staff members of the Student Welfare office/UGSS

In the event that there is a change to your membership, please be sure to uplift from the UGSS office or check the University of Guyana web site for a "Change in Officer, Membership and/or Adviser" form. These forms must be submitted to the UGSS Office Secretary each time a change occurs.

Further, this club may maintain recognition by doing the following:

- a. Renewing the club/organization registration in Semester I of each new academic year
- b. Submitting necessary forms to indicate *Change of Officers, Members, and/or Advisors* to the UGSS Office
- c. Comply with University regulations as outlined in the Student Handbook regarding alcohol use, drug use, and other behavior-specific issues;
- d. Have a faculty/administrator/professional staff member as a Campus Advisor;
- e. Present financial and any other record deemed necessary to the Executive Council of the UGSS for the past academic year

Organizations that do not meet these requirements as outlined will be put on probation for 30 days and will not be eligible for the benefits of University status until they are in compliance with the requirements and apply to the UGSS Executive Council for reinstatement of University recognition.

Failure to comply within 30 days could result in the loss of University recognition for the ensuing period. A club/organization may appeal the probation by submitting a written explanation of the circumstances of the non-compliance to the President, UGSS before the end of that 30 day period.

Member Roster

Name	Office	Telephone	Email	Signature

IF YOU HAVE RUN OUT OF ROOM, PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

Organization President Signature

Date

Campus Adviser Signature

Date