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

NAME OF ORGANISATION: __________________________________

CHAPTER/PARENT ORGANISATION NAME: ____________________________
(If your organization is affiliated with a local/international organization)

NAME OF PRESIDENT: ______________________________________

ADDRESS OF PRESIDENT: ___________________________________

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

Total number of Current members
(All members must be listed on this form)

Number of Intended Meetings per Semester _______________
(no less than 9 per academic year)

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SECTION II: CAMPUS ADVISOR INFORMATION

I, __________________________ agree to serve as the advisor for this club/organization for the ______________________ academic year.
Name in Block Letters

________________________
Campus Advisor Signature

________________________
Club/Organization President Signature

________________________
Date

________________________
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)**

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Organisation President Signature ____________________________ Date

Campus Advisor Signature ____________________________ Date
Member Roster (Persons other than the Officers Listed Above)

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Organization President Signature       Date

Campus Adviser Signature       Date
SECTION IV: SUBMISSION OF SUPPLEMENTARY DOCUMENTATION

Please attach the following:

a. A constitution outlining the purpose of the organisation, its administrative structure, membership requirements, voting privileges, time frame for election of officers, and a statement supporting the mission, goal and objectives of the University of Guyana;

b. A roster with a minimum of ten (10) members. Please note that no member should be on probation; **(MISSING SIGNATURES MEANS THE FORM IS INCOMPLETE. INCOMPLETE FORMS WILL NOT BE PROCESSED)**

c. If applicable, a copy of the (inter)national constitution of the institution for which your organization is affiliated.

Guidelines
The University of Guyana welcomes your interest in beginning a new student organization on the campus. The first step to gaining recognition as a club is to complete all the paperwork found in this document. University recognition is granted or denied by the University of Guyana Students’ Society. There are several beneficial reasons to have your club recognised with the University of Guyana. 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

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.