



Club Registration Package

Club Registration Form

Name of Club: _____

Current Year: _____ Date Submitted: _____

Executive Members:

PRESIDENT: _____ Student ID # _____

Phone: _____ Email: _____

VICE PRESIDENT: _____ Student ID # _____

Phone: _____ Email: _____

SECRETARY: _____ Student ID # _____

Phone: _____ Email: _____

TREASURER: _____ Student ID # _____

Phone: _____ Email: _____

OTHER: _____ Student ID # _____

Phone: _____ Email: _____

Is a copy of your **Request for Formal Recognition** attached?

YES NO

How many members does your club have? _____

Membership fees (please circle, if yes, how much?) Yes No:

What is your Club Email Address? _____

Name of staff advisor(s) _____ & _____

Staff Advisor Email: _____

Name of members with signing authority (MUST have 3):

Name: _____ Name: _____ Name: _____

Position: _____ Position: _____ Position: _____

Signature: _____ Signature: _____ Signature: _____

PLEASE RETURN TO THE SA OFFICE – Attention: VP External



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Request for Formal Recognition

We have read and agree with the criteria and benefits associated with the Students' Association of Medicine Hat College Club Handbook. Please accept this form as our request for formal recognition.

Date of submission: _____

Club Name: _____

Club Type: Recreational/Social Wellness/Academic Religious

Club purpose:

Primary activities:

Please provide a breakdown of what the membership fees are for (SAMHC will not approve clubs charging membership fees that are used as a source of income for the club or its' officers. Fees are to be used to cover legitimate expenses such as provincial/national body memberships, events, etc.).

Club President Signature: _____

Date approved: _____



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CLUB RESPONSIBILITY

A club is ultimately responsible for any loss/damages to SAMHC and MHC equipment (TV's, VCR's, overhead projectors, laptops, etc.) and the room in which the club takes place. A club is instated from September to April 30th. A request for formal recognition must be made again if a club wants to continue during the summer months (May to August).

Please sign below acknowledging that you understand the above statements.

President/Chair: _____

Date: _____

Registration Checklist

- Recruit a minimum three (3) executives and three (3) members.
- Fill out the Club Registration Form
- Fill out the Request for Formal Recognition Form
- Fill out Club Members List
- Create your constitution. For more information on how to write a constitution, please see the SAMHC Club Handbook
- Have the Club President RSVP and attend the mandatory Club Presidents' meeting
- Your recognition application will be reviewed and you will be notified when your club is officially recognized.

Re-Registration Checklist

- Fill out the Club Registration Form
- Fill out the Club Members List
- Fill out the Request for Formal Recognition Form
- Edit your constitution **IF NEEDED** (if you haven't made any changes to your constitution since last year we can use the copy already on file)
- Have the Club President RSVP and attend the mandatory Club Presidents' Meeting.
- Your recognition application will be reviewed and you will be notified when your club is officially recognized.

