



## Clubs Information & Forms 2019-2020

**MSA Contact:**  
Emily Roczei - Clubs Coordinator  
[msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca)

\*All clubs must fill out either the New Clubs Application, or Clubs Continuation form

\*Please contact [msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca) for the following forms (as needed):

- Any Event Approval Form
- Approval for Marketing Materials
- Funding Requests
- Deposit Form
- Reimbursement Form

# CLUB APPLICATION FORM

(Please note this form is for new clubs)

*\*Must be returned to the MSA Clubs Coordinator for club approval, either in person at the MSA front desk, via email at [msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca)*

We hereby apply for official club status for the following club:

CLUB NAME: \_\_\_\_\_

**PURPOSE:** Outline your club's vision or mission statement.

You can construct this mission statement by answering the following questions:

1. What is purpose of club?
2. Who are you aiming to include;
3. Why is this club needed?
4. What value will this club add to the Mohawk College community?

**Tell us your:** Goals, Objectives, Actions, and Tracking Processes

*\*Please note you can update this section at any time by emailing [msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca)*

**Goals:**

You are required to hold consistent monthly meetings. What are the goals of your meeting? (It is important to note that socializing is an important goal as any!):

**Objective:**

*\*This is your mission statement you included above, but feel free to elaborate here!*

**Actions:**

What will your club be doing?

Student clubs are required to meet monthly

If applicable answer the following:

Will you be running a special event(s)?

*\* A separate event approval & funding form is needed*

Will you be inviting community members in to facilitate workshops? Will you be planning an awareness day? Creating a publication? Podcast? Art Activism Projects?

What will be your “actions” be?

**Tracker:**

All clubs must track attendance of meetings & events (*simple sign in sheets will suffice*)

Additional tracking is highly encouraged- some items you can track are:

1. Themes/Ideas/Trends- your club is interested in
2. What worked & what didn't for your club
3. What does the ideal outcome of your club looks like?

**Other Information:**

Is your club affiliated with an outside organization? If so, what is it?

**STAFF/FACULTY ADVISOR:**

Clubs are required to have a staff or Faculty Advisor

\_\_\_\_\_  
Faculty/Staff Name (PRINT)

\_\_\_\_\_  
Email (Print)

**SIX STUDENT NAMES:** These will be the first 6 members of your club (including the President and Vice President). Please PRINT their names (PRINTED) and email addresses.

\_\_\_\_\_  
Student Name #1 (PRINT)

\_\_\_\_\_  
Email (PRINT)

\_\_\_\_\_  
Student Name #2 (PRINT)

\_\_\_\_\_  
Email (PRINT)

\_\_\_\_\_  
Student Name #3(PRINT)

\_\_\_\_\_  
Email (PRINT)

\_\_\_\_\_  
Student Name #4(PRINT)

\_\_\_\_\_  
Email (PRINT)

\_\_\_\_\_  
Student Name #5 (PRINT)

\_\_\_\_\_  
Email (PRINT)

\_\_\_\_\_  
Student Name #6 (PRINT)

\_\_\_\_\_  
Email (PRINT)

**EXECUTIVE:**

President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Mohawk E-mail

Vice-President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Mohawk E-mail

- *Please note you can also create other executive roles as you are not constricted by the model of governance or organization for your club. The Clubs Coordinator needs at least two student contacts*

By signing above, we certify that we have each read the MSA Club Package thoroughly and fully understand the requirements for club status (see website).

We agree to operate our club respectfully as outlined in Mohawk College's Human Rights Policy (H320/C202) – (see website) & the revised 2019 Clubs Policy (see end of package).

We agree to employ proper practices in all club activities, and in the administration of club funds, and human right practices and that the failure to do so may lead to the loss of club status, dissolution of the club and/or imposition of penalties on the club and on us personally.

***The Next Steps:***

1. This will be submitted to the Executive Committee for approval, at their next meeting.
2. The Clubs Coordinator will email you with decisions & next steps (including room bookings, club requirements, and fund proposal & release forms, etc).

Please Note: If for any reason you need to fill out this paperwork with a verbal interview, or need any other accommodations please contact [msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca)

---

**FOR MSA OFFICE USE ONLY**

MSA Clubs Coordinator                      Signature: \_\_\_\_\_                      Date \_\_\_\_\_

Date of Executive Committee Meeting, where approved: \_\_\_\_\_

MSA President                                      Signature: \_\_\_\_\_                      Date \_\_\_\_\_

# CLUB CONTINUATION FORM

This form must be completed and submitted to the MSA Clubs Coordinator on or before **April** each year for the club to maintain club status. If you miss the deadline, you are encouraged to re-apply for club status again, using the new club application form. It is important to notify the Cclubs coordinator if your club will be meeting in the summer term. **\*all past clubs must fill out a new 2019-2020 club form to maintain club status under the new policy.**

**CLUB NAME:** \_\_\_\_\_

**EXECUTIVE:**

**President:** Name \_\_\_\_\_  
Student Email Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Student # \_\_\_\_\_

**Vice-President:** Name \_\_\_\_\_  
Student Email Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Student # \_\_\_\_\_

**Has your clubs purpose or goals, actions, objectives, and tracking processes changed? If so, elaborate below:**

**Other Information:**

Is your club affiliated with an outside organization? If so, what is it?

**STAFF/FACULTY ADVISOR:**

**Clubs are required to have a staff or Faculty Advisor**

\_\_\_\_\_  
Faculty/Staff Name (PRINT)

\_\_\_\_\_  
Email (Print)

**EXECUTIVE:**

President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Mohawk E-mail

Vice-President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Mohawk E-mail

**FOR MSA OFFICE USE ONLY**

MSA Clubs Coordinator      Signature: \_\_\_\_\_      Date \_\_\_\_\_

Approving MSA Board Member      Signature: \_\_\_\_\_      Date \_\_\_\_\_

MSA President      Signature: \_\_\_\_\_      Date \_\_\_\_\_