**Request to Affiliate – New Club**

This letter should be amended to reflect the details of your club.

(If your club has designed a club letterhead, you should put this letter on your letter head)

<CLUB NAME>

<PRESIDNRT NAME>

<CONTACT NUMBER>

<EMAIL ADDRESS>

UNIVERSITY OF WOLLONGONG

NSW 2500

<INSERT DATE DD/MM/YYYY>

Attention: Clubs & Societies Office

 Centre for Student Engagement, UOW Pulse

 Post Office Box u100

 WOLLONGONG NSW 2500

To Whom It May Concern:

RE: Affiliation with UOW Pulse

I write on behalf of the <INSERT CLUB NAME>which is a new club that has recently formed on campus at the University of Wollongong. Upon affiliation we wish for our name to be <INSERT CLUB NAME>.

The Club members have voted to affiliate with UOW Pulse for 2021. Please accept this letter as our request to affiliate with UOW Pulse for the coming year.

Our Club understands that we must provide an end of year report by **Week 13 of Spring Session**. We understand that we will be ineligible to apply for club finding or club awards if we have not provided the reports on time.

Attached please find the minutes of our first AGM, our club executive contact details, as well as our current membership list. We will provide an updated executive list if there are any major updates during the year.

The Club has voted to open a bank account with the NAB and seeks authority from UOW Pulse to open a club account in the name: <INSERT CLUB NAME>

Kind Regards,

<PRESIDENTS NAMES

President

<INSERT CLUB NAME>