

Re-affiliation Checklist

Your club MUST re-affiliate every year to host events, partake in UniClub events, book rooms, apply for funding and be covered by insurance. Follow the checklist below to help you submitting your application. Re-affiliation closes Tuesday 30th of November.

- ☐ Have 2021 End Of Year Reports approved. Re-affiliation of a club can not be processed until end of year reports have been submitted.
 - ☐ Hold an AGM. An AGM should take place during September, this is where you will elect your new executives for the following year.
 - ☐ Update the constitution. The constitution should be read thoroughly every year and updated if needed. All executives need to sign the constitution under part 8. You can download the constitution template under [Resources](#) from the UniClubs resources however, your club should have a pre-existing constitution from previous years.
 - ☐ Fill in the request letter. Ensure you use the right year, for example, if you are re-affiliating your club in November 2020, you would put 'The club members have voted to affiliate with UOW Pulse for 2021' in the letter.
 - ☐ List the four main executives. If your club has more than 4 executives, fill out the executive list template, this can be found under [Resources](#) on the UniClubs website and submit it under 'Add more executives to your club'. This will ensure they have 'Executive Access' to the UniClub website.
 - ☐ List six members. You can download your current member list from the UniClubs website under 'My Account'. To update your member list, fill out the member list template, this can be found under [Resources](#) on the UniClubs website and submit it under 'Add more members to your club'
 - ☐ Fill out the calendar of events template, this can be found under [Resources](#) on the UniClubs website. Each club should have at least two events planned for each semester in 2022. The club calendar of events is able to change after submission.
 - ☐ Go to the UniClubs website under Executive Area to submit the application. You must be logged in to do this.
 - ☐ The applicant will receive an outcome on the application within 2 weeks of submission.
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