

## Start a Club Checklist

**Starting a new club at UOW is easy! Take a look at the checklist below to help with your application. If you get stuck or need help email [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) or call (02) 4221 5487.**

- ☐ Decide on a name for your club or society that represents what that club does.
  - ☐ Create aims and objectives for the club.
  - ☐ Send an email to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) for approval of the club name, aim and objectives. You will receive an email within a week with the outcome of club. (We suggest you email UniClubs prior to holding an IGM to prevent the rejection of the club in the final stage of the application. This way UniClubs can help you from the beginning if changes need to be made).
  - ☐ Find at least 10 people that would be interested in the club and would support it. You can do this by creating a Facebook page to gain interest.
  - ☐ Hold an IGM and take minutes (template available on UniClubs website under [resources](#)). You must have at least 10 people present (including 4 main executives). At the IGM you can vote on executive roles, club logo, who will be beneficial owner and signatory of bank account, and what events/activities the club will hold during the session and a calendar plan. Collect first, middle and last names, email and usernames of all members present at the IGM. A member template can be found under resources on the UniClubs website.
  - ☐ Acquire President, Vice President, Treasurer and Secretary contact details (first, middle, and last name, email, username, phone number and address). An executive member template can be found under [resources](#) on the UniClubs website.
  - ☐ Fill out the request to affiliate letter (template found on the UniClubs website under [resources](#)).
  - ☐ Download the constitution template from the UniClubs website. Read the document carefully as you need to fill in blank spaces throughout the document. Ensure all executives have read the document in-depth and signed their appropriate roles.
  - ☐ Submit the application on the UniClubs website and fill out required boxes.
  - ☐ UniClubs will get back to you with an outcome and further information on being a club if approved.
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