RE-AFFILIATION CHECKLIST

**If your club wants to host events, partake in UniClubs events, book rooms, apply for funding and be covered by insurance than your club needs to re- affiliate every year. Follow the checklist below to help you submitting your application. Re-affiliation for 2025 opens on Tuesday 1st October and closes Saturday 30th of November.**

* Hold an AGM. An AGM should take place during September, this is where you will elect your new executives for the following year.
* Has the president, secretary and treasurer all completed their end of year reports. Re-affiliation of a club cannot be processed unless end of year reports are included as part of re-affiliation and completed correctly.
* 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](https://clubs.uow.edu.au/clubs-resources/) from the UniClubs resources however, your club should have a pre-existing constitution from previous years.
* Fill in the re-affiliation request letter. Ensure you use the right year, for example, if you are re-affiliating your club in November of 2023, you would put ‘The club members have voted to affiliate with UOW Pulse for 2024’ in the letter. Essentially it should be for whatever the following year is.
* Fill out the executive list template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. It needs to be this template otherwise it will not work.
* Fill out the member list template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. It needs to be this template otherwise it will not work. You can download your current member list from the UniClubs website under ‘My Account’.
* Fill out the calendar of events template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. Ensure you use the right year, for example, if you are re-affiliating for 2024 you would put 2024 in the heading. Each club should have at least two events planned for each semester in the new year. 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 only will receive an outcome on the application.