Section 1: Registration Requirements
- This registration form must be completed in full.
- All forms are due to the ASA Office on September 24th, 2021 by 5:00 pm. Any late registrations will not be considered.
- All registrations must include the following:
  - club constitution
  - club directory
  - membership list
Templates for the constitution and directory are included at the end of this form.

Section 2: Club Executive Declaration
As an Augustana club, we are responsible to ensure that our club:
- is open and non-discriminative;
- has membership no less than 2/3 Augustana students;
- Executives are all full-time Augustana Faculty students;
- is non-profit and does not maintain any finances outside ASA’s control. All banking is done through the Augustana Students’ Association;
- will maintain our own financial records;
- will submit event plans and reviews to the Club Budget Committee;
- will adhere to all ASA Bylaws and Policies;
- in recognition as a student group, will adhere to U of A Risk Management Policies and procedures for hosting events;
- will submit a Year End Report and Transition Binder to the VP Student Life; and
- will attend any mandatory training sessions, monthly SACC meetings, and have a booth at Club Fairs.

I understand these declarations and am committed to implementing them upon receiving club approval by the ASA Club Budget Committee.

Club Name: ______________________________

President’s Signature: ___________________________ Date Signed: ______________

Treasurers’ Signature: ___________________________ Date Signed: ______________
Section 3: Club Information

Club Name:

Type of Club:  ☐ Academic  ☐ Non-academic

Club Mandate:

What makes your club unique?

What types of activities are you planning?

How will your club enhance student life at Augustana?
### Section 4: Club Contact Information

- **Club email (if applicable):**
- **Facebook page (if applicable):**
- **Website:**
- **Main student contact (name):**
  - **Position:**
  - **Phone:**
  - **Email(s):**
  - **Faculty/Staff Advisor:**
  - **Phone:**
  - **Email(s):**

### Section 5: Club Executive Members

The 4 primary Executive positions shall have signing authority on the club account with the ASA. Only these people will have access to the club account.

- **President’s Name:**
  - **Phone:**
  - **Email(s):**
  - **Student ID number:**
  - **Duties/Responsibilities:**

- **Vice-President’s Name:**
  - **Phone:**
  - **Email(s):**
  - **Student ID number:**
  - **Duties/Responsibilities:**

- **Treasurer’s Name:**
  - **Phone:**
  - **Email(s):**
  - **Student ID number:**
  - **Duties/Responsibilities:**

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The personal information collected on this form will be used to administer and manage ASA’s programs and services, and to maintain ASA’s records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements necessary to deliver the services that you have requested.
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### Section 6: Elections

<table>
<thead>
<tr>
<th>When do your elections take place?</th>
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<tbody>
<tr>
<td>What type of balloting do you employ to choose your executive members?</td>
</tr>
</tbody>
</table>
**Section 7: Meetings**

When are meetings held?

How much notice is given of meetings?

How are members notified of meetings?

What is the minimum number of members needed for a meeting where decisions are being made?

**Section 8: Vacancies/Removal**

How will vacant executive seats be filled?

How will an Executive member be removed if the need arises?

**Section 9: Membership**

Clubs must have the support of at least five (5) STUDENT members (*not including Club Executives*) to be eligible for ratification. All members must be current students of Augustana Faculty.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>5</td>
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</tbody>
</table>

Will your club charge a membership fee?  □  Yes  □  No
If yes, how much will you charge?

Will your club be applying for the Operating Fund?  □  Yes  □  No
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***For Office Use Only***

<table>
<thead>
<tr>
<th>Club name:</th>
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<tbody>
<tr>
<td>Date Rec’d:</td>
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<tr>
<td>Date Reviewed:</td>
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</tr>
</tbody>
</table>

Application Complete: [ ] Yes [ ] No

Application Approved: [ ] Yes [ ] No

Comments:

Vice President Finance of Students’ Association Signature:

Vice President Student Life of Students’ Association Signature:

DSL Signature: