

TWUSA Club Ratification Request for 2025/2026

Date submitted: _____

Completing this form is the first step to ratifying your club as an active club on TWU's Langley campus.

Before you start, here are several items you should have ready: PLEASE READ

- Club name, purpose, and event ideas.
- A Club President, Vice-President, Treasurer, Secretary, and eight club members and each of their emails.
 - ◆ Note: The VP, Treasurer, and Secretary may count as three of your eight club members.
 - ◆ Note: Someone cannot act as two or more executive club members (ex. John Smith acting as President and Secretary).
 - ◆ Note: Your club must accept all TWU students – there cannot be any requirements to join (ex. “your major must be within the humanities to be a member”).
- A Faculty or Staff Advisor that meets the following specifications on page 2.
- The presence of the Vice-President and Treasurer for the completion of the contractual agreement section where the President, Vice-President, and the Treasurer officially confirm they have **read the TWUSA Clubs and Affiliated Entities Manual** and agree to be co-financially responsible to the Student Association for any monetary transactions.

If you have any questions, please email Candace Chung at twusavpacademics@twu.ca.

Club Information

Club name: _____

Which faculty does your proposed club fall into:

- | | |
|-------------------------------------|--|
| ☐ Business | ☐ Nursing |
| ☐ Education | ☐ Social Sciences |
| ☐ HKIN | ☐ SAMC |
| ☐ Humanities | ☐ Unsure |
| ☐ NATS | |

I confirm that I have discussed the creation of my club with the appropriate Faculty Representative:

☐ Yes, I confirm.

Contact and Member Information

Club President's name: _____

Club President's email: _____

Club President's phone: _____

Vice-President's name & email: _____

Treasurer's name & email: _____

Secretary's name & email: _____

Faculty/Staff Advisor's name: _____

Faculty/Staff Advisor's email: _____

In order to ratify, your Faculty/ Staff Advisor must:

- Have familiarity with TWU's campus, organizational structure, mission, and operational procedures.
- Have familiarity with the group she/he is advising and as such must plan to attend the majority of their meetings and functions and possess a degree of expertise, experience, and/or interest in the topic around which the club is being organized.
- Understand that they are to be the TWU sponsor to be co-accountable for all events held by the club.
- Have familiarity with orderly conduct for meetings (ex. agenda, minutes, and rules of order).
- Recognize that the student club is to be financed and led by students.
- An advisor looks for opportunities to mentor members of the group. This may be nurtured through time spent outside of official meetings.
- Be on at least a 70% course load basis of working at TWU or full-time employment at TWU.
- Notify in writing the Vice President of Academic Relations of their agreement to serve as an advisor to the group they are sponsoring. **This must be completed prior to ratification.**

☐ Yes, I confirm that my Faculty/Staff Advisor meets the above specifications.

☐ Yes, I confirm that my Faculty Advisor has emailed the Vice President of Academic Relations (Candace Chung - twusavpacademics@twu.ca).

In order to ratify, you must have eight members of your club. This can include members of your executive team, **bar the President**. Please list eight members **and an active email for each**.

Club Purpose and Vision

Explain your goal and mission of the club and how it benefits the TWU community. Please provide details about the nature of your club's theme(s) and its purpose:

How will your club be operating:

- ☐ In-person
☐ In-person and online
☐ Online

All TWUSA Clubs are required to host at least one event per semester. Please list and describe below, in some detail, some of the events your club is planning.

What, when (approximately), where, as well as why this would benefit the student body.

Contractual Agreement

By completing this section, you are officially confirming you have read the TWUSA Constitution, Clubs and Affiliated Entities Manual, and Bylaws, and agree to be financially responsible to the Student Association for any monetary transactions, as well as plan all events and meetings in adherence to the current B.C. and TWU health/safety guidelines.

This section is to be completed in the presence of the President, Vice-President, and Treasurer. President Contractual Agreement. **Please write your name on the lines and add your e-signature where applicable:**

I, as the President of this Club, have read and understood the Trinity Western University Student Association Constitution, Bylaws, and Clubs and Affiliated Entities Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of this club. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club. I also agree to plan all events and meetings in adherence to the current BC and TWU health/safety guidelines regarding COVID-19, should they be in place.

- ☐ Yes, I, _____, the President, agree and confirm.
 E-signature: _____

Vice-President Contractual Agreement:

I, as the Vice-President of this Club, have read and understood the Trinity Western University Student Association Constitution, Bylaws, and Clubs and Affiliated Entities Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of this club. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club

☐ I, _____, the Vice-President, agree and confirm.

E-signature: _____

Treasurer Contractual Agreement:

I, as the Treasurer of this Club, have read and understood the Trinity Western University Student Association Constitution, Bylaws, and Clubs and Affiliated Entities Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of this club. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club.

☐ I, _____, the Treasurer, agree and confirm.

E-signature: _____

I, the President, confirm that this section was filled out with the knowledge and agreement of the Vice-President and Treasurer.

☐ I, _____, agree and confirm.

E-signature: _____

Club Terms and Conditions

The following is a list of specific terms and conditions in order to receive Student Association funding:

1. The Student Association and the Proposal Advisory Committee will only consider requests for funding that align themselves with the policies outlined in the Policy Manual and Association Bylaws.
2. The Student Association and the Proposal Advisory will not consider any requests that are in direct violation of the Student Handbook, the Student Association Mission Statement, and/or the mission of the university.
3. The Student Association and the Proposal Advisory Committee will only consider requests for funding that further the goals of the Association as outlined in its constitution and that furthers the goals of the particular Club as outlined in its particular constitution.
4. Clubs may not receive more than \$1000.00, in total, in funding per administrative year (1 April – 31 March), and are encouraged to not request more than \$500.00 per semester.
5. The Student Association will not support costs for the benefit of non-students. Funding will only be granted for requests that benefit students of Trinity Western and the student members of the club requesting funding.

6. The Proposal Advisory Committee will not consider requests made for funding after the event has taken place. The request must be made two (2) weeks prior to the duration of the event.
7. Student Association funding shall only be used for the purpose applied for with receipts for verification.
8. Should the grant be approved by the Proposal Advisory Committee and then the TWUSA Council, a **post-event summary** must be completed and submitted no later than one month after the event, in order for the Student Association to keep an accurate account of how its funding has been used. This summary should include a summary of how the event went and what the total attendance was. In the event that a funding request is approved for the month of April, the post-event summary must be received no later than April 30 of the current year. In order to ensure the possibility of future funding, it is important to complete a post-event summary.

- ☐ I agree to the TWUSA Club Terms and Conditions.
- ☐ I specifically acknowledge and agree to point 8 and understand that I must complete a post-event summary after each event in order to receive funding in the future.

All TWUSA Clubs must accept all undergraduate students enrolled in TWU.

For example, no directed requirements such as being a specific ethnicity or gender for membership.

- ☐ I confirm my club meets this qualification.

I understand that TWUSA Clubs with a political perspective will not receive any funding.

Note: TWUSA Clubs with a political perspective or affiliation may ratify but they will not receive funds from TWUSA.

- ☐ I understand and confirm.

Club Funding

According to the TWUSA Bylaws, all clubs seeking ratification must go over the funding proposal checklist. This checklist is outlined in the Funding Request Form found on the TWUSA website.

- A. Information of Applicant.
 1. Name, position within the Club, email, telephone number.
 2. Name of the Club and number of members in the Club.
- B. Funding.
 1. Type of funding requested.
 2. Amount requested.
- C. Outline of Event (for event proposal only).
 1. Name of event, location, and date.
 2. Brief description of the event and the event's purpose.
- D. Event Budget (for event proposal only).
 1. List the amount of anticipated and confirmed sources of income.
 2. Indicate the amount contributed by the club.
 3. Provide a realistic breakdown of the costs of the event, such as advertising and food.

- ☐ I confirm that I have read and understand the Club Funding Request checklist.

In order for funding requests to be granted, clubs must abide by all of the terms of the Student Association Bylaw XI. Common reasons for denying a request are:

1. The Club making the request has failed to meet any of the terms listed above.
2. The Club has failed to submit its TWUSA Annual Club Report for the previous year. This proves the club was created in the 2023/24 year, and so clubs ratifying for the first time in the 2024/25 year do not require an Annual Club Report to be submitted.
3. The Club has already received the maximum Funding Request allowance of \$1000.00 in the administrative year.
4. The Club has not submitted an event budget, an amount for the grant, or any other information outlined in the Funding Request form.
5. The Club has submitted a budget that is inaccurate and/or unrealistic as advised by the Proposal Advisory Committee.

Note: All individual circumstances will be taken into account when a grant application or funding request is considered.

It is the applicant's responsibility to ensure that all necessary terms have been met in order to receive funding.

- ☐ I confirm that I have read and understood the reasons for denying a funding request.
- ☐ I confirm that I understand that funding requests are subject to the TWUSA Council to deem appropriate based on the above criteria, post-event summary information and alignment with TWUSA/TWU Mission Statement.