

New Club/Society Start-up Form 2011/12

So you're thinking of creating a new club or society? Below you'll find a list of steps you need to take to start one. Remember, if you have any questions about the process, feel free to ask the DPCS for help or advice: dpcs@imperial.ac.uk:

1. Have an idea!
2. Check that no-one else has had the same idea and that a similar club doesn't already exist
3. Think of the aims and objectives of the group (what the point of the club is)
4. Work out what you'd like to do (activities, events, sessions etc.)
5. Collect 20 signatures and CID numbers from other IC students – UG or PG, but not staff
6. Answer all the questions on this form
7. Email this form to dpcs@imperial.ac.uk or bring it to the Union Reception on the floor 2M of the Union Building. NB: Everything in this form must be submitted at once for it to be considered
8. Shortly after submitting this form, you'll receive an invitation to the New Clubs Committee (NCC), which generally meets once a month. There you'll present your idea and take some questions. The NCC will then decide whether or not to start your club

Surname

First Name

College Log in

CID

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Your CID number can be found on the front of your College swipe card.

Proposed Name of Club/Society

What is the Club/Society's core activity? What else do you aim to do?

Which existing clubs/societies are you most similar to and how? It is advised to name at least 1 club.

How are you going to achieve your club's aims? What events/activities will you organise? You are strongly encouraged to provide details on how you plan to finance the club.

How will you measure whether you have met your aims or not?

How do you plan to recruit students to your club/society?

What will your club/society bring to the ICU community? Why should we support your idea?

What are your long term hopes for the club/society? How will you ensure the it continues successfully?

Would you require any equipment for your activities? If so, what?

How much do you anticipate charging for membership? Realistically, how many members do you estimate will join the club by the end of its first year?

Note: You must be not be one of the 20 signatures

Name	Department	PG/UG and Year	CID Number	Signature
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