

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. Find other IC students to be on your committee – 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 move onto the next stage.
9. Run a trial event to gain interest from other IC students.
10. Get set up as a club!

Proposed Full Name of Club/Society

Proposed Short Name of Club/Society

This will also be your club login and email address

Club/Society default website template

College Log in for Web Developer

- Please enter details of Club or Society officers.
- All Clubs/Societies **must** have a chair, treasurer and secretary.
- Try not to make your committee too large, extra roles can always be added as your Club/Society grows.
- All information will be held on database. This information may be used by the Union staff or officers for administrative purposes regarding club activity.
- If you need more committee positions than fit on this form please use Appendix A - Other positions.

Chair

Surname

First Name

College Log in

CID

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Mobile Phone

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

Treasurer

Surname

College Log in

Mobile Phone

First Name

CID

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

Secretary

Surname

College Log in

Mobile Phone

First Name

CID

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

Other Position

Position Name

College Log in

Mobile Phone

Surname

First Name

CID

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

Other Position

Position Name

College Log in

Mobile Phone

Surname

First Name

CID

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

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? How much will these events cost to attend?

Event	Occurence (Weekly /Monthly)	Cost
		£
		£
		£
		£
		£
		£

Please provide an overall budget for your activities for one year. The income and expenditure should balance

Income

	£
	£
	£
	£
	£
TOTAL	£

This could be membership income if you decide to charge for membership. Income from activities and events.

Expenditure

	£
	£
	£
	£
	£
TOTAL	£

This should include all projected expenditure including events and social activities. The total Should not exceed that of the income.

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?