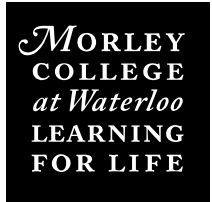


Morley College



MORLEY CLUBS APPLICATION FORM

How to set up a new Club at Morley

Morley College supports the formation of Clubs that enhance student life at Morley. Clubs are established for the educational, social and recreational benefit of their members and must be “mutual” organisations – they must not operate on a commercial basis, aim to make profit or trade. It is important that the activities of Clubs complement the work of Morley College and Clubs must support the liberal traditions and ethos of the College.

Clubs are usually set up by students and are run by their members. The way that Clubs should be organised is described in the Constitution of Morley Clubs, which is available from the College Office or from the website.

The Clubs Co-ordination Group oversees the operation of Clubs at Morley and also approves the formation of new Clubs.

If you want to establish a new club, complete this application form and return it to:

**The Secretary
Clubs Co-ordination Group
c/o Student Executive Committee
Morley College
61 Westminster Bridge Road
London
SE1 7HT**

Email: **CCG@morleycollege.ac.uk**

If you need advice or help to complete this application form, please contact the Secretary of the Clubs Co-ordination Group.

Morley College

MORLEY
COLLEGE
at Waterloo
LEARNING
FOR LIFE

CLUBS APPLICATION FORM

It is acceptable to complete this form in handwriting, although a version of this form completed and saved as a Word document is preferred.

1. CONTACT DETAILS

Name of club	
Key Contacts It is essential that we have an email address for at least one contact, since we will be using email to communicate quickly with Club Officers in the future. All Clubs must have a Chair, Secretary and Treasurer (the Chair and Secretary can be the same person). These appointments have to be confirmed by a vote of the members at your Club's first AGM, but if you know who is likely to do these jobs, please provide their details below.	
1.1 Chair	Name:
	Address:
	Phone Number:
	Email Address:
1.2 Secretary	Name:
	Address:
	Phone Number:
	Email Address:
1.3 Treasurer	Name:
	Address:
	Phone Number:
	Email Address:

2. DESCRIPTION OF THE CLUB:

2.1 Background:

Please give some background about why you want to set-up a Club at Morley, is it a suggestion from students, or members of a particular class?

2.2 Objectives:

Please describe the objectives of your club

2.3 Member Profile:

Please give some information about who might join the Club (students, teachers, people from a particular Morley class, people working in a similar subject area to that as the Club's main activity etc). List any essential requirements for membership (e.g. ability to read music, ownership of appropriate equipment, etc.)

3. PLANNED ACTIVITIES OF THE CLUB

Typical Schedule of Club Activities

Please outline the type of activities, events or meetings you think the Club will run. Describe each of the main activities and say how often it would happen, how many people are likely to attend, the type of accommodation (room) and any other special facilities you would need.

Please use the templates provided on the following three pages to describe your Club's activities. If you need more than three pages, please copy the template.

Describe each of the main Activities/events/meetings in turn. Describe the activity first (what you are going to be doing) and then answer the specific questions about the activity – how often, meeting times, no of people etc. This will help us to understand what the Club needs from the College in order to hold meetings at the College.

3.1 ACTIVITY/EVENT/MEETING 1

a) Description of Activity 1 – what are you going to be doing	
b) How often will it happen	
c) Time of the day	
d) Day of the week	
e) How long does the meeting/ activity last	
f) How many people are expected	
What are your typical room requirements	
g) Size of room needed	
h) Do you need a particular room	
i) If so which one and why	
j) Can you be flexible about which room you use?	
k) Do you need any other equipment or facilities? (Please describe what you need)	
l) Any other comments that you think might help to explain what you are going to do and what you need from the College for THIS activity/meeting/event.	

3.2 ACTIVITY/EVENT/MEETING 2

a) Description of Activity 2 – what are you going to be doing	
b) How often will it happen	
c) Time of the day	
d) Day of the week	
e) How long does the meeting/activity last	
f) How many people are expected	
What are your typical room requirements	
g) Size of room needed	
h) Do you need a particular room	
i) If so which one and why	
j) Can you be flexible about which room you use?	
k) Do you need any other equipment or facilities? (Please describe what you need)	
l) Any other comments that you think might help to explain what you are going to do and what you need from the College for THIS activity/meeting/event.	

3.3 ACTIVITY/EVENT/MEETING 3

a) Description of Activity 3 – what are you going to be doing	
b) How often will it happen	
c) Time of the day	
d) Day of the week	
e) How long does the meeting/activity last	
f) How many people are expected	
What are your typical room requirements	
g) Size of room needed	
h) Do you need a particular room	
i) If so which one and why	
j) Can you be flexible about which room you use?	
k) Do you need any other equipment or facilities? (Please describe what you need)	
l) Any other comments that you think might help to explain what you are going to do and what you need from the College for THIS activity/meeting/event.	

4 FEES AND CHARGES

4.1 Will the Club charge membership fees?
4.2 Please give details of membership fees you intend to charge:
4.3 Will the Club charge members for any other services or products?
4.4 Please give details:

5 ANY OTHER COMMENTS?

Please give any other information that will help to explain what the Club will do, who its members will be and what it needs from the College in terms of facilities and support.

6 APPLICATION FORM COMPLETED BY:

Name	
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If your contact details are not given elsewhere on this form, please add them below

Address	
Phone No.	
E mail	

Please return to:

The Secretary, Clubs Co-ordination Group, c/o SEC, Morley College, 61 Westminster Bridge Road, London SE1 7HT
 Email: CMG@morleycollege.ac.uk