

Club Registration Form

The following minimum requirements must be met before a new club registration can be considered:

1. There must be a minimum number of three and a maximum of nine committee members.
2. There must be a total of 10 supporting members (including committee members).
3. The new club must not serve a similar purpose, intent, or interest as an existing club.
4. Every member in the club is responsible for compliance with Student Code of Conduct and Student Handbook.

Date:		Club Name:		Type:	Academic <input type="checkbox"/> Common Interest <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Performing Arts <input type="checkbox"/>
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[Section I] Founding Members' Contact Information

An initial minimum of three and maximum of nine founding committee members, and an initial minimum total of 10 supporting members (including committee members) are required to register for the club.

Supporting Members

Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		

Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
Name:	<i>First name / Last name</i>	JCU ID:	<i>12345678</i>
Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		
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Mobile No.:	<i>Singapore number</i>	Email:	<i>john@my.jcu.edu.au</i>
Committee Member:	<i>Yes / No</i>		

[Section II] Club Goals and Principle Activities	
Approval of new club registration will be evaluated by merit of the goals and principle activities of the club. Principle activity of the club <i>must</i> explain how it will meet the corresponding goal.	
Club Goal 1	
Principle Activity 1	
Club Goal 2	
Principle Activity 2	
Club Goal 3	
Principle Activity 3	
Club Goal 4	
Principle Activity 4	
Club Goal 5	
Principle Activity 5	

[Section III] First Event Proposal

You may attach multiple copies of this section if you intend to organise multiple events upon approval of club registration.

Event date and time (SG Time):

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Venue:

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Expected turnout:

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Description of event / activities:

Description of event / activity should include (1) a detailed listing of all activities that will take place, (2) marketing efforts, (3) reasons for purchases, if purchases are intended, (4) a detailed listing of all equipment required, and (5) merits of the event. The absence of any of these descriptions may result in a delay in approval.

Budget:

<i>Item</i>	<i>Unit Cost</i>	<i>Units</i>	<i>Total</i>
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<i>Item</i>	<i>Unit Cost</i>	<i>Units</i>	<i>Total</i>
<i>Item</i>	<i>Unit Cost</i>	<i>Units</i>	<i>Total</i>

Total (A):

Co-funding (if applicable) (B):

Total funding required from the University (A - B):

Event checklist:

- Mark a check (✓) in the box on the right when item is completed, or mark a cross (X) in the box on the right if the item is not applicable to your event.
- Items marked [COMPULSORY] are mandatory. Failing to complete any of these items may result in stricter approvals for subsequent events.

1	[COMPULSORY] Attendance sheet created	
2	[COMPULSORY] Marketing executed	
3	[COMPULSORY] Event write-up submitted	
4	[COMPULSORY] Pictures of event submitted	
5	[CONDITIONAL] Risk Analysis Plan completed	
6	Registration site created	
7	Equipment purchased	
8	Receipts for reimbursements submitted	

Declaration:

I understand that information contained in this form is collected for administrative purposes only, and that some information may be released for administrative purposes. Request will take at least 2 weeks for processing. An email will be sent to advise you of the outcome of your proposal.

Student Signature: _____ Date (dd/mm/yyyy): _____

Approval:

By Manager, Campus Activities

Recommended Not recommended

Comments:

Manager Signature: _____ Date (dd/mm/yyyy): _____

By Chief Operating Officer

Approved Not approved

Comments:

Chief Operating Officer Signature: _____ Date (dd/mm/yyyy): _____

Event/Activity Risk Analysis

No	What is the specific hazard?	Any control measures required for this event?		Risk score with all controls implemented		
		What action is required to reduce this hazard?	Who is responsible for carrying out this action?	Consequence	Likelihood	Risk Score
1						
2						
3						

Consequence Score	Hazard Descriptor	
1	Insignificant	The hazard does not result in any injury, illness or hospitalization.
2	Minor	Minor injury (e.g. cut, bruise) requiring first aid treatment / minor allergic reaction (e.g. rashes) / muscle sprain
3	Moderate	Moderate injury (e.g. sprain strain, fractures) / heat cramps / absent from work/studies for more than 3 days but less than 7 days
4	Major	Heat exhaustion/ multiple injuries / long-term incapacity / disability / absent from work/studies for 7 days or more
5	Catastrophic	Multiple persons injured / permanent incapacity / fatality / death

	Likelihood Score				
	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability	< 1%	1 – 5%	6 – 20%	21 – 50%	> 50%

		Overall Risk Rating				
		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	1 - Rare	1	2	3	4	5
	2 - Unlikely	2	4	6	8	10
	3 - Possible	3	6	9	12	15
	4 - Likely	4	8	12	16	20
	5 - Almost Certain	5	10	15	20	25

NB: If overall risks are moderate/major (**amber**) or catastrophic (**red**) with control measures in place further action is required to reduce the risk to insignificant/minor (**green**). Escalation to Campus Activities may be required if reducing the risk is difficult to achieve. If after meeting Campus Activities and the overall risks are still moderate/major (**amber**) or catastrophic (**red**) with control measures, the event will be not be approved.

Revised Date: 23/09/2021 (V2.3)