**Qwaqwa Campus Application Form: Registration of Student Associations and Organisations for the term 2023**

**The Qwaqwa Campus SRC hereby invites all associations and organisations to register and renew their Associations/Organisations for the term of 2023**

**Section A: Regulations:**

Structures applying for registration should adhere to the following requirements. Applications not adhering to the application requirements will be disqualified. When handing in an application form for registration, each structure must ensure that the following is attached to the application form:

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|  | Application renewals |
| 1 | A copy of the Association/ Organisation’s Constitution. |
| 2 | Typed name and contact details of the executive committee of the association for the 2023 term. |
| 3 | The date and minutes of the meeting at which the executive committee was elected. |
| 4 | A diversity recruitment plan. That is, a document that confirms that you will be adhering to and enhancing the SRC and the relevant sub- council’s aims and objectives. |
| 5 | A detailed year report for the outgoing term of the office. |
| 6 | A detailed year plan for the 2023 term |
| 7 | A detailed budget for the new term of the office (estimated budget) |
| 8 | Proof of affiliation for campus branches of external organisations. That is, student chapters and branches should, where applicable, present an authorisation letter from their respective regional, provincial, national and international bodies. |
| 9 | ~~A registration fee of R350.00~~ (Not applicable for 2023) |
| 10 | Proof of payment of affiliation fee with invoice reference clearly indicated. Please note that that an invoice for affiliation fees will only be issued once points 1 – 8 above have been vetted. |

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|  | New applications |
| 1 | A copy of the Associations Constitution. |
| 2 | Typed name and contact details of the executive committee of the association for the 2023 term. |
| 3 | The date and minutes of the meeting at which the executive committee was elected. |
| 4 | A detailed year plan for the 2023 term |
| 5 | A detailed budget for the new term of the office (estimated budget) |
| 6 | Proof of affiliation for campus branches of external organisations. That is, student chapters and branches should, where applicable, present an authorisation letter from their respective regional, provincial, national and international bodies. |
| 6 | ~~A registration fee of R350.00~~ (Not applicable for 2023) |
| 7 | Proof of payment of affiliation fee with invoice reference clearly indicated. Please note that that an invoice for affiliation fees will only be issued once points 1 – 8 above have been vetted. |

**Section B: Association/Organisation Details**

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| 1. Name of the Association/Organisation |  |
| 1. Chairperson Details:   (Surname and Initials and Student Number) |  |

**Section C: Registration Procedure**

1. All the completed forms and required documents must be scanned and emailed to malimabedp@ufs.ac.za
2. ***You may only register in one category for the CSRC term 2023***
3. ***Registration will close on Thursday the 17th of March 2023. No late applications will be accepted.***
4. Association logo must be attached and emailed with the application form.
5. A proof of registration will be issued once the Association/ Organisation has satisfied all requirements for recognition and registration.
6. The list of the executive committee must be typed and NOT handwritten.
7. Once vetting of application forms has been completed, an invoice will be issued for payment of affiliation fees. Registration will be completed once proof of payment is received and verified. Please note that proof(s)of payment received with an incorrect reference cannot be accepted.
8. When making payment, please use the following,

8.1 **Before making payment** please ensure that you receive an Entity for payment of affiliation fees from the Division of Student Affairs.

Please pay at the Finance Cashiers and they will provide you with the invoice and make sure that the invoice is correctly to ensure that payment of affiliation fees can be verified.

**i. Association Executive Committee members for 2023**

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| **Position** | **Student Number** | **Name** | **E-mail** | **Cell-number** |
| *E.g Chairperson* | *2010078984* | *Sihle Mokoena* | *Sihlem2222@gmail...* | *10111* |
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**ii. Indicate the council you are applying to be part of:**

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| **Arts Culture Student Council:**  This Council shall be constituted by all arts and culture associations. |  |
| **Universal Access and Social Justice Council:**  This Council shall be constituted by all associations interested in being involved with community engagement and community outreach work and Dialogue |  |
| **International Students Council**  This Council shall be constituted by all associations that are intended to serve the interests of international students. |  |
| **Student Associations and Religious Affairs Student Council**  This Council shall be constituted by all student associations not falling squarely within any other defined section in this application form. These include, but are not limited to associations promoting religion and spirituality, associations promoting academics etc.  These associations are interested in activities falling within the scope of student life. |  |
| **Student Organisations Council**  This Council shall be constituted by all student governance organisations. That is, all those student organisations who are interested in engaging on matters relating to matters of student governance.  Registration as a student organisation allows candidates for elective portfolios in CSRC elections to run as representatives of the organisation. |  |
| **Post Graduate Students Council**  This Council shall be constituted by all Faculties Post Graduates that are intended to serve the interests of the Post Graduate students. |  |

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|  | Checklist: ***Renewals*** |  | |
| 1 | A copy of the Associations Constitution. | |  |
| 2 | Name and contact details of the executive committee | |  |
| 3 | Minutes of the meeting at which the executive committee was elected. | |  |
| 4 | A diversity recruitment plan. | |  |
| 5 | A detailed year report for the outgoing term of the office. | |  |
| 6 | A detailed year plan. | |  |
| 7 | A detailed budget for the new term of the office (estimated budget) | |  |
| 8 | Signed membership list | |  |
| 9 | Proof of affiliation for campus branches of external organizations. | |  |
| 10 | ~~Proof of payment~~ (Not applicable for 2023) | |  |

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|  | Checklist: ***New applications*** | |  |
| 1 | A copy of the Associations Constitution. |  | |
| 2 | Name and contact details of the executive committee |  | |
| 3 | Minutes of the meeting at which the executive committee was elected. |  | |
| 4 | A diversity recruitment plan. |  | |
| 5 | A detailed year plan |  | |
| 6 | A detailed budget for the new term of the office (estimated budget) |  | |
| 7 | Proof of affiliation for campus branches of external organizations. |  | |
| 8 | Signed membership list |  | |
| 9 | ~~Proof of payment~~ (Not applicable for 2023) |  | |

**Complete the list with the details of the OTHER members of your structure.**

**Please Note: False identifications may result in refusal of registration**

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| **Number** | **Name and Surname** | | **Student number** | | **Cellphone** | **Signature** |
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