



FORM A – Application for Club Certification

Check one

New Club Applicant (Fee for all new clubs is \$35)
(A hard copy of the constitution must be submitted with this application and an electronic copy must be submitted on disk)
Club Renewal (Fee for all renewing clubs is \$10)
(A hard copy of the constitution must be submitted with this application and an electronic copy must be submitted on disk)

Club Name:

Date Submitted:

Contact Person:

Name:

Address:

City:

Postal Code:

Phone #:

Fax #:

Email:

Student #:

Club Contact Information:

Club E-mail Address

Club Website

Number of Active Members¹:

Total Number of members

Number of Registered Science Students

Number of Non-Science Students

Executive Signing Officers²: (*The President and Director of Finance for the Club*)

Name

Name

Position

Position

Student #

Student #

Phone #

Phone #

¹Please note that to qualify as a club you must have 15 active members at the date of application, including executive members, of which there must be at least 2

²For the purpose of this application, “signing officers” refers to the 2 individuals whose signatures appear at the end of this application as well as the individuals authorized to make contact reservations, sign for the Club’s financial accounts, or act otherwise on behalf of the club



Executive Officers: *(not including Signing Officers)*

Name	Name
Position	Position
Student #	Student #
Phone #	Phone #
Name	Name
Position	Position
Student #	Student #
Phone #	Phone #
Name	Name
Position	Position
Student #	Student #
Phone #	Phone #
Name	Name
Position	Position
Student #	Student #
Phone #	Phone #

(If you require more space, please use reverse of page)

Banking Information:

Name of Financial Institution
Branch
Club Name on Account(s)
Signing Officers for Accounts
Account Number(s)

Brief Description of the Club: *(a brief description of the clubs primary objective(s).)*



**L'ASSOCIATION DES ÉTUDIANT(E)S EN SCIENCE DE L'UNIVERSITÉ D'OTTAWA
THE SCIENCE STUDENTS ASSOCIATION OF THE UNIVERSITY OF OTTAWA**

140 Louis Pasteur • Pavillon Marion Hall • Suite 015 • Ottawa, Ontario • K1N 6N5
613.562.5800 x6179 • www.ssa-aes.com

Affiliations: *(Provide the name(s) of any body, organization or club outside the Science Students Association of the University of Ottawa that your club is affiliated with)*

Executive Signing Officer Signatures:

We, the undersigned, hereby apply for recognition as a club under the Science Students Association of the University of Ottawa. We agree to act in accordance with all applicable rules, regulations and policies as they are related to the Sciences Students Association of the University of Ottawa, the Student Federation of the University of Ottawa, and the University of Ottawa.

Signing Officer 1: _____ Date: _____
Signing Officer 2: _____ Date: _____

Please Note: *Any changes to the information given in this form must be given in writing to the Club's Commissioner by one of the Signing Officers*

For office use

Request Received by: _____ Date: _____

Approved: Yes No

Signature of Clubs Commissioner _____ Date: _____

Signature of President, SSA _____ Date: _____

Signature of Vice President of Finance, SSA _____ Date: _____

Signature of Vice-President of Academics, SSA _____ Date: _____