# CLUB RATIFICATION FORM 2023/2024

The following application must be completed in order for any LSS Club (new or existing) to be ratified. The information being requested is needed for the Vice-President Finance who shall present the findings to the LSS Council for ratification.

This form must be returned to the Vice President Finance of the LSS either by hard copy (placed in the labelled envelope outside the LSS office) or electronically via e-mail at [lssvpfinance@queensu.ca](mailto:lssvpfinance@queensu.ca).

**BASIC CLUB INFORMATION**

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Top of Form

Was the Club ratified in the previous year? □ YES □ NO

Bottom of Form

Executive Members:

As per Policy 3.5.1 in the LSS Policy Manual, you must have at least 2 executive members for the 2023-2024 year in order to qualify for Club Ratification.

Attach an addendum if there is insufficient space to include the whole of the club executive.

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| **Name** | **Position** | **Email (@queensu.ca)** | **Current Signing Authority? (Y/N)** |
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□ We attest that **ALL** Executive Members have **READ** and **UNDERSTOOD** the current LSS Clubs Regulations (found in the LSS Policy Manual) and the LSS Constitution. (Please check box.).

*These may be found on the LSS website on the “About” page.* [*http://www.students.queenslaw.ca/About/*](http://www.students.queenslaw.ca/About/)

□ We attest that **ALL** Executive Members will not/have not opted out of the LSS Clubs and Committee Fees and *at least 2 Executive Members* will not/have not opted out of the SGPS Society Fee. Opting into the SGPS Society Fee is necessary to ensure that club events can be ratified. (Please check box.).

**DETAILS REQUIRED FOR RATIFICATION**

LSS Funding

Funding Level Requested:

Top of Form

□ No money □ $150 □ $250 □ $500 □ Other: \_\_\_\_\_\_\_\_\_\_

Bottom of Form

Funding will be determined based on the guidelines in Policy 3.6 “Club Funding” in the LSS Policy Manual

Club Activities

Please list and describe this Club’s planned activities or initiatives for the CURRENT YEAR (2023/2024) for the Student Body, the Faculty of Law, and/or the greater community (meetings, events, speakers, charity drives, socials, trips, etc.). Please include estimates of expenses for these events. Include any discretionary awards the club may have received. Attach an additional page if necessary.

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Fundraising

Please list and describe any planned independent fundraising efforts (both completed and anticipated, if any) as well as ALL fund-raising efforts undertaken during the previous year (2022/2023, if any). Attach an additional page if necessary.

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**BUDGET 2023-2024**

Part I: Expected Expenditures

Please list all the Club’s expected expenditures for 2023-2024 including speakers, donations to charities, social events, supplies, etc. Attach an additional page if necessary.

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| **Item or Service** | **Relevant event, activity or meeting** (include expected semester) | **Number of expected attendees** (if applicable) | **Cost per item** | **Total Cost** |
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| **Total Cost of All Items** | | | |  |

Part II: Proposed Budget

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| **A) Opening Balance**  *(bank account balance\*\* plus any cash on hand)* |  |
| **B) Expected Revenues** not including requested LSS funding  *(fundraising, sponsorships, admission fees)* |  |
| **Total of A + B** |  |

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| --- | --- |
| **C) Expected Expenditures for 2023-2024**  *(total amount from Part I of this form)* |  |
| **Total of A + B - C** |  |

\*\*Please attach a photocopy of your the **most recent bank statement** for the Club’s community account and note on it if there have been any changes since the date on the statement. Bank statements showing the Club’s funding and expenditures may be requested by the VP Finance throughout the year to confirm that this budget is being reasonably followed.

**POST SCRIPT**

Please provide a brief description of your club for the LSS Website (limit: 100 words) (<https://students.queenslaw.ca/clubs>). You may also attach a logo if your club has already created one.

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Does your club have a website? If so, please provide the URL:

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Does your club have Instagram? If so, please provide the username:

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Does your club have a Facebook page? If so, please provide the URL:

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Does your club have any other social media platforms? If so, please provide the URL:

Is there anything else you would like the VP Finance to take into consideration when deciding on whether to recommend ratification and/or a funding level for the Club?

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