



New Club or Society Setup Form

Royal College of Art Student Union

First Steps:

- Check that a similar club or society doesn't already exist on rcasu.org.uk.
- Define your club or society's aims and objectives.
- Collect a petition of 8 student names.
- Appoint a society or club leader and deputy for administrative purposes.
- Return the completed form and petition to the Students' Union (SU).
-

What happens next:

- You will be contacted by the Students' Union informing you of your society or club's approval status.
- Once your society or club is formed you will be asked to submit your society's budget plan for the academic year.
- You will be asked for your club or society logo.
- You will get your own page on the SU website.

What do you get:

- We will help you to publicise any society events through the RCA SU's website and social media.
- We will help you to keep a record of your spendings and income.
- You will be granted access to the SU badge-making machine! Wuhuu!
- ~~AN~~ We will help you book spaces for events and advise on anything related to your society.

Proposed name of club or society:

Your name:	RCA email address:
------------	--------------------

Contact number:

Any other contacts helping you set the club or society:

Why do you want to form this club or society? What are its aims and objectives?



New Club or Society Setup Form

	Name:	Email:	Signature:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
B.			