

Proposal Form

NEW CLUBS/SOCIETIES REGISTRATION FORM

A. Initiated by

Club/Society Name : _____

Student Name : _____

Student ID : _____

Intake : _____

E-mail address : _____

Telephone No. : _____

Name of Advisor/s : _____

: _____

Number of interested students : Please fill form on next page

(Provide a list of at least 15 students, make copies if necessary)

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(APU)**

No.	Name	Student ID	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Proposed Club Details

Name of Proposed Club/Society: _____

1.1 Type of club/society

Club/Society

Sports

1.2 Aims / objectives of club/society

- 1.
- 2.
- 3.
- 4.
- 5.

1.3 Proposed club/society practice details:

Day : _____

Time : _____

Venue : _____

Number of practices in a week/month : _____

1.4 Equipments needed to facilitate the club (Provide a quotation and budget):

- 1.
- 2.
- 3.
- 4.
- 5.

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1.5 Organization Hierarchy (Provide the organizational structure)

1.6 Transportation of students (if required):

REQUEST FOR TRANSPORTATION

<i>DATE</i>	<i>EVENT</i>	<i>VENUE</i>		<i>TIME</i>	<i>PAX</i>
		<i>FROM</i>	<i>TO</i>		

Requested by :

Approved by :

Date :

Date :

Signature :

Signature :

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1.7 Logistic Request Form:

REQUEST FOR LOGISTIC EQUIPMENTS

<i>DATE/ DAY</i>	<i>TIME</i>	<i>EVENT</i>	<i>VENUE</i>	<i>EQUIPMENTS</i>	<i>NO.</i>

Requested by :

Approved by :

Date :

Date :

Signature :

Signature :

Note: Equipments requested may be of the following items; Public Address (PA) System, Stage, Table, Chair, Canopy, Fan, Display Board, Extension Cords, etc.

Club/Society Calendar:

Tentative calendar of proposed activities for a span of 6 months:

Month						
Activity I						
Activity II						
Activity III						

Other relevant information:

- 1.
- 2.
- 3.
- 4.
- 5.

Date handed in : _____ BY: _____

Date received : _____ BY: _____