**Society Application Form**

We’d like to ask a few questions to help you start thinking about how your new society will operate. This also helps us gain a better understanding of your society idea!

Once you've completed this form, please email it to union.opportunities@uea.ac.uk

After your application is reviewed and approved by Union Council, we’ll get in touch to ask you to sign a constitution form.

**To start with**

|  |  |
| --- | --- |
| Are there any societies at UEA with similar interests or activities?   |   |
| How will your society bring something unique compared to these other societies?   |    |

**Basic Information**

|  |  |
| --- | --- |
| Society Name: What’s the name you’d like for your society?   |  |
| Purpose and Goals  Briefly, what’s your society all about? Describe its main aims and goals.  *Example: The Photography Society aims to bring together students with a shared interest in photography, providing workshops, opportunities to collaborate on projects, and organising photo walks to explore Norwich. Our goal is to foster a creative community, helping members develop their skills and showcase their work through exhibitions.*   |  |

**Main Activities**

|  |  |
| --- | --- |
| What types of activities or events will your society run?   |   |

**Membership**

|  |  |
| --- | --- |
| Who’s It For? Who is your society aimed at? Is it open to all students or a specific group?   |  |
| Membership Fee: How much will you charge members to join your society?    |   |

**Committee Structure**

|  |  |
| --- | --- |
| Founding Committee Members  Please provide the names and UEA usernames of the initial committee members:   |   |
| President:   |  |
| Vice President:  |  |
| Treasurer:  |   |
| Health and Safety Officer:  |   |
| 1st Year Representative:  *All committees must have representation from a first-year student. This can be achieved by either creating a dedicated First-Year Representative position or by having the President, Vice President, or Treasurer fulfil this role if they happen to be a first-year student, with this responsibility absorbed into their main role.*   |   |
| Equality and Diversity Officer: (this position is optional)  |   |
| Welfare Officer: (this position is optional)  |   |

*(Please note:* The Health and Safety Officer and First-Year Representative roles can be standalone positions, or they can be taken on by the President, Vice President, or Treasurer alongside their main responsibilities.*)*

**Inclusivity and Equal Opportunities**

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| --- | --- |
| Ensuring Equal Access: How will your society make sure it’s accessible and inclusive for everyone, in line with the Union’s commitment to equality?   |   |

**Finance**

Planned Budget: Give us a quick breakdown of expected costs and any income for the first year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses**  |  **Amount**  | **Income**  |  **Amount**  |
|   |   |   |   |
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|   |   |   |   |
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 **Example**

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| --- | --- | --- | --- |
| **Expenses**  |  **Amount**  | **Income**  |  **Amount**  |
| Event costs  |  | Membership fees  |  |
| Guest speakers  |  | Sponsorship  |  |
| Marketing materials  |  |   |   |

**Additional Information**

|  |  |
| --- | --- |
| Anything Else?  Is there anything else you’d like to add to help us understand the purpose and activities of your society?   |   |