

# Student Club Application Checklist

Before you begin the process of applying for standing with the Alberta School of Business, please review the following.

Alberta School of Business standing is dependent upon meeting these criteria:

- ☐ The Student Club must first have approved student group status through Student Group Services - <https://su.ualberta.ca/services/studentgroups/>
- ☐ The Student Club MUST have submitted their annual report for 2022/2023  
The 2022/2023 annual report form can be found here: <https://forms.gle/6kbswfcnZz-jr3DFe7>
- ☐ The Student Club must provide an up to date current list of Executive Members (if the organization's Executive changes during the academic year, the organization will be responsible for providing an updated Executive list and constitution if applicable)
- ☐ All Student Club Executives must be current U of A students and 75 per cent must be current BCom students for Fall 2023
- ☐ The Student Club must provide a copy of their current constitution. New for 2023/2024 student groups must prepare an [addendum EDI policy](#). Important - Student clubs can apply for standing before having their EDI policy in place but CWIL will not issue funding until we have received a club's EDI policy
- ☐ The Student Club must provide the name of their faculty advisor (your faculty advisor must be an Alberta School of Business Faculty Member who is AWARE that they are your advisor. DO NOT list an individual who has not CONFIRMED their ability to be your advisor for 2023/2024)
- ☐ The Student Club must provide a summary of planned activities for the upcoming year
- ☐ The Student Club must identify any social media accounts in use