

Registering Your War Child Club on Campus:

Benefits of Having an Official Campus Club:

- Most official clubs are granted a budget or can easily apply for funding through their student union.
- Official status means that your club is registered and included on the student union website.
- Photocopying privileges and discounts.
- Ability to promote your club at various university activities/club fairs.
- Exposure for your club on campus.

Things to do **BEFORE** registering your WCC club:

- Every campus policy is different. In other words, every campus has different policies and procedures. ***HOWEVER, DON'T BE DISCOURAGED OR THINK THE PROCESS IS TOO DIFFICULT!***
 - In most case, it takes filling out a few documents and visiting your student union office or contacting a representative.
- **GET INFORMED:**
 - Visit your university's student union/association website. This can easily be found by searching the university's official website or by visiting trusty Google.
 - Once there, visit the clubs and association page where the procedure for officially registering for a club can be found alongside all the other clubs on campus.
 - Check out the other clubs! You may be surprised as to the number of similar clubs that already exist.
 - You may want to contact their representative and ask questions.
 - Contact your student union representative.
 - Most student union executives have a specific title for the person who is responsible for on campus clubs and associations.
 - The titles of these positions vary, but in most cases they are called: "Student Life", "Campus Events and Activities", or "Internal" representative.
 - If you are unsure as to which member is responsible for clubs, it never hurts to contact the administrative executive or the President.
 - All contact information should be found in the "contact us", "about us", "council" or "executives" sections.
 - If all else fails, visit your university's student union/council office during regular school hours and ask questions.

- **Brainstorm and Create an Outline for your club:**
 - A list of potential club members.
 - An outline of your club's goals: easily found in the Campus Rep Handbook under *Mandate*.
 - Your club's Mission Statement: easily found in the Campus Rep Handbook.
 - A list of events and activity ideas: check out the suggestions made in the Campus Rep Handbook.
 - Rough budget for your club: this can be done by creating a rough outline for your events and are in no way carved in stone! Check out the budget template provided in the Campus Rep Handbook.
 - I suggest planning one fundraising event per semester for starters!
 - Check out the procedure for opening a bank account.
 - This makes transactions and keeping track of funds much easier. Also, when holding fundraising events you can easily transfer your donations to WCC.

Don't get discouraged by the official nature or hoop jumping that may be required of you to make WCC an official and legitimate part of your campus community. Remember that by registering you are entitled to the creation of any title you please. In most cases, official campus clubs are entitled to funding! This means money from your student union which can make coordinating successful event a lot easier.

DON'T FORGET THAT WAR CHILD IS HERE TO HELP YOU OUT WITH ANY QUESTIONS YOU MAY HAVE, SO DON'T HESITATE TO ASK BY EMAILING CAMPUSREPS@WARCHILD.CA