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Club Proposal Format

Club Name

Submitted By:

Name

Post

Date

Executive Summary

Mission Statement

Objectives and Activities

Organization Structure

President

Vice President

Treasurer

Secretary

Organizational Secretary

Publicity Secretary

Budget and Funding

Proposed Funding Sources

Facilities and Equipment

Risk Management and Safety (if needed)

Long Term Vision

Conclusion

UCSI University Bangladesh Branch Campus
_____ Club Constitution

Article I

Section 1: The name of this club is UCSI _____ Club Bangladesh.

Article II

Elaborated objective and purpose of this club

Article III

Section 1: The elected club committee shall serve for (one academic year/one semester/two academic years)

Section 2: Committee members shall not engage in leadership of any other club for full concentration on this club only. To be nominated, he/she must sit with the previous committee members to collect up-to-date records and reports of the club.

Section 3: Committee Members and Roles

- President: _____ (responsible for overseeing the club's overall functioning and long-term strategy)
- Vice President: _____ (supports the president and ensures the seamless operation of club activities)
- Treasurer: _____ (manages the club's finances, including fundraising, budgeting, and ensuring responsible financial stewardship)
- Secretary: _____ (Maintains records, coordinates meetings, and handles internal communication)
- Organizing Secretary: _____ (organizes club events)
- Publicity Secretary: _____ (promotes the club's activities, manages social media, and attracts new members to the club)

Article IV

Section 1: Eligibility of Membership

- Must be a student of the UCSI Bangladesh Branch Campus
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Section 2: Stipulations

- Provide information as of ID card
- Must be approved by the club committee
- Fee?

Article V

Section 1: Club meetings should be held once every (month/semester/year), and a week before any event of the club. The secretary should maintain meeting minutes and must hand them to SAA if asked.

Section 2: A meeting should be arranged a week before and should be planned according to the availability of a maximum number of members.

Section 3: This club's quorum states that a meeting is considered legal and practical when more than (40%/30%/20%) of the members are present.

Article VI

Section 1: The proposed amendment must be in the hands of the club officers within one week of the next scheduled meeting of the club at which it is to be presented.

Section 2: The new proposed constitution must be presented at the following meeting and discussed among the members. The revised constitution must be sent to SAA for further verification and approval.

Article VII

This constitution shall become effective upon the arrival of the Club President, Club Advisor, and SAA Executive.

“I have read, understand, and agree to the contents of this document.”

Date Approved

Club President

Date Approved

Club Advisor

Date Approved

SAA Executive Officer

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The event proposal must be sent a month before the proposed date. Support from IT, admin, logistics should be requested a week prior to the event. The event should operate after all the committee, organizing body and attendee list are sent to SAA and approved.

Event Proposal Format

Event Name

Proposed Date:

Proposed Time:

Venue:

Host: SAA/Club

Co-Host: Associating/Supporting Club

Purpose:

Learning Objectives: Choose at least three from the list below, and provide short explanation for each

Effective Communication Skills
Creative and Critical Thinking Abilities
Ethical and Civic Responsibility
Knowledge of Disciplines
Interpersonal Skills
Lifelong Learning
Engage Global Citizen
Leadership
Entrepreneurship and Management Skills

Manpower and Equipment Required: Can be logistics, admin, IT support, publicity and/or SAA Coordinators

Budget Breakdown: Mention sponsorship required, fundraised and/or source of fund, refreshment needed, etc.

Checklist: Must include pre-event, event and post event activities and their timeline

Program Flow: Brief details of the event plans, including the initial planning of the event, social media post, promotions, venue arrangement (this is the overall management of the event timeline)

Summary:

Prepared By:

Reviewed By:

Signature
Name of Organizing Chairperson

Signature
Name of Club Advisor

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The report should be submitted within three days of the last day of the event.

Event Report Format (Organizing Body)



Name of Event

Type of Event (Cultural, Social, Academic, Tour, Fundraising)

Date

Venue

Organized By:

Your Club Logo

Section 1: Introduction

Section 2: List of Organizing body and Volunteer (in a table, must include ids)

Section 3: Objectives

Section 4: Feedback (Attendee Experiences, Survey, Charts, Pie Charts etc.)

Section 5: Project Profit and Loss (if it is a fundraising or a sales campaign)

Section 6: Issues, Solutions and Improvements

Section 7: Event Photo

Section 8: Skills Acquired (should have similar aspects as learning outcome on event proposal, provide description)

Effective Communication Skills
Creative and Critical Thinking Abilities
Ethical and Civic Responsibility
Knowledge of Disciplines
Interpersonal Skills
Lifelong Learning
Engage Global Citizen
Leadership
Entrepreneurship and Management Skills

Prepared By:

Reviewed By:

Signature

Name

ID

Signature

Name of Club Advisor

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The report should be submitted within seven days of the last day of the event.

Event Report Format (Attendees)



Name of Event

Type of Event (Cultural, Sports, Social, Academic, Tour, Fundraising)

Date

Section 1: Introduction

Section 2: Feedback (personal experience during the event)

Section 3: Event Photo

Section 4: Skills Acquired (choose 2-3 from the table below and explain how they are beneficial)

Effective Communication Skills
Creative and Critical Thinking Abilities
Ethical and Civic Responsibility
Knowledge of Disciplines
Interpersonal Skills
Lifelong Learning
Engage Global Citizen
Leadership
Entrepreneurship and Management Skills

Prepared By:

Name

ID