



# ✦ CLUB APPLICATION FORM ✦

## INTERESTED IN STARTING AN OW STUDENT-LED CLUB?

**A club is a regulated and ongoing get-together of people with a similar interest/hobby that may be expressed during the club's meeting times.**

You can apply for an official student-led club by completing this document and submitting it to:

Centurion – [clubs\\_centurion@openwindow.co.za](mailto:clubs_centurion@openwindow.co.za)

Stellenbosch - [clubs\\_stellenbosch@openwindow.co.za](mailto:clubs_stellenbosch@openwindow.co.za)

Consider every aspect of the club before launching it, as you will be responsible for running it until the conclusion of the academic year after it has been established.

Renewal of Application

New Application

## CLUB INFORMATION

### NAME OF CLUB

*What would you like to call your club?*

### BRIEF DESCRIPTION OF THE CLUB

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# CLUB MEMBERS

As a club pioneer embarking on the exciting journey of establishing a new OW student-led club and exploring uncharted territory, there are important factors to remember. Firstly, every Club Pioneer needs to have a Club Co-Pioneer. This ensures that, should the need arise, at least one extra person will always be available to help manage the club's operations. Additionally, you can enlist an unlimited number of additional members to assist you with the club.

## CLUB PIONEER

*A club pioneer is the person who establishes a club and oversees its management to ensure smooth operation.*

Your Name and Surname : \_\_\_\_\_

Your OW Student Number : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

## CO-PIONEER

*A club co-pioneer is the club's additional manager, who can take over in the event that the Club Pioneer is unable to.*

Your Name and Surname : \_\_\_\_\_

Your OW Student Number : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

## ADDITIONAL MEMBER

*Any additional member of the club who help out.*

Your Name and Surname : \_\_\_\_\_

Your OW Student Number : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

*A replacement club member must be identified if the club pioneer is unable to continue leading the Club.*





# CLUB COMMUNICATION / PROMOTION

## CLUB PROMOTION AND MARKETING

To promote and market your club activities effectively, we would like to inform you about the channels through which all marketing initiatives, including poster designs and social media promotions, will be managed.

All promotional endeavors, from maintaining our website to engaging with the student body through platforms such as the Open Window Official Instagram Page, OW Website, Student Life Instagram Page, and TikTok Page, will be coordinated with the OW Student Council and OW Marketing team.

All club event proposals must be submitted by completing the [Events Request Form](#) at least two weeks before the event. It's important to note that clubs must adhere to specific guidelines:

- selling alcohol at events is prohibited, and
- Inviting the public and selling merchandise on campus necessitates formal permission.

By working closely with the OW Student Council and OW Marketing, we aim to ensure that our club's activities are effectively promoted and in accordance with Open Window policies.

## HOW DO YOU PLAN TO IMPROVE YOUR CLUB (TO BE COMPLETED BY EXISTING CLUBS ONLY)?

*Think of new ways to improve your club. A good idea is to get involved with other clubs on campus.*

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# OFFICIAL EVENTS / CLUB EVENTS

- Clubs are required to attend Open Days, Official Open Window events, and one Official Club activation per term.
- Clubs are required to have at least one event per term to stay active.

\*\* A club could face termination by the end of a semester if it remains inactive or is found to have violated the Student Code of Conduct or any of the Open Window Policies.

*Each club has specific logistical requirements tailored to its activities. For example, a soccer team must organise a coach, referee, and sports equipment. Similarly, other OW student-led clubs may have unique logistical challenges that need to be addressed. Please list all logistical requirements.*

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## IMPORTANT TIPS

*Once your club has been approved and you receive your official letter, here are some tips to help you make friends with your club members, the people who attend your club.*

- Take the opportunity to learn about the interests of club members and what motivated them to join your club. Then, introduce them to other club members so they feel included and engaged.
- Foster active participation within the club by encouraging members to share their ideas and suggestions.
- Collaborate with other clubs to create opportunities for joint activities and events. For instance, if your club screens a film, invite members from related clubs to join the event.
- Keep the club experience fresh and exciting by continuously improving and introducing surprises for members to look forward to.
- Enhance interaction within the club by incorporating engaging elements, such as quizzes or discussions, especially during activities that may naturally involve limited interaction, like watching a movie.
- Celebrate special occasions, such as Halloween or Valentine's Day, by organising themed activities or events within the club to make these days memorable for members and the student body.



# RULES, REGULATIONS & APPROVALS

- + A club may only be established if it has undergone the OW Club Approval Process.
- + Once established, the club must run until the end of the academic year.
- + If a club pioneer decides to leave the club, they need to find an alternative person to fill the position.
- + Clubs may not promote abuse of any kind (substance, physical, or emotional).
- + No alcohol is allowed to be sold by a club or any club activations or events.
- + The Club Pioneer is responsible for any damage caused to equipment or facilities during club activities.
- + Clubs may not be destructive to other clubs.
- + Clubs may not promote violence.
- + To continue running the club for another academic year after its initial operation, the club must submit a renewal application form.
- + If a Pioneer wants to leave/terminate the club, they must give 1 MONTH'S NOTICE to the club members.

## Disclaimer

By submitting this application form for a student-led club at Open Window, I acknowledge and agree with the following:

- As the designated Club Pioneer and Co-Pioneer, I understand that I am responsible for the activities, conduct, and decisions made on behalf of the club.
- I will ensure that all club activities adhere to Open Window's rules, regulations, and policies.
- I understand that the club operates voluntarily and is responsible for managing its finances. Open Window is not liable for any financial transactions or debts incurred by the club.
- If the club wishes to continue operating for another academic year, I agree to submit a renewal application form.
- I acknowledge that the club may be terminated if it fails to comply with Open Window's policies or becomes inactive.
- Open Window reserves the right to amend or revoke club privileges, including the ability to operate, at its discretion.
- I have read and understand the terms and conditions outlined above and agree to abide by them throughout my tenure as the Club Pioneer.

\_\_\_\_\_

**NAME & SURNAME**

**Club Pioneer**

\_\_\_\_\_

**SIGNATURE**

\_\_\_/\_\_\_/\_\_\_

**DATE**

\_\_\_\_\_

**NAME & SURNAME**

**Club Co-Pioneer**

\_\_\_\_\_

**SIGNATURE**

\_\_\_/\_\_\_/\_\_\_

**DATE**



**CLUB APPROVED / DENIED**

**Approved**

**Denied**

\_\_\_\_\_  
**NAME & SURNAME**  
**Student Services Manager**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME & SURNAME**  
**Student Council: Clubs Coordinator**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**DATE**