



SOCIETY RECOGNITION DOCUMENT CHECK-OFF LIST

Year: 2018 & 2019

Official CLUB NAME:

- Application for Renewal** (please use template available online)
- Executives' Listing** (please use template available online)
- Constitution** (must be updated to follow the order of articles set out in the Societies Handbook)
- Society Acknowledgement Form** (please use template available online)
- Annual Financial Statements** (Re-recognition only, template available online)
 - January 2018 – April 2018
- Bank Statements** (Re-recognition only)
 - January 2018 – April 2018
- Receipts** (Re-recognition only)
 - January 2018 – April 2018)
- Proposed Events List with Budget** (please use template available online)

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Approval Conditional Approval Conditional Decline

COMMENTS:
