Queens’ Society Registration Form

Please complete both pages of this form to register a new society of Queens’ College, Cambridge with the Council of the College Union.

To seek advice on the registration process, please read the Sports & Societies Guide on the JCR website, or contact either of the following: :

JCR Sports and Societies Officer jcr-sportsandsocs@queens.cam.ac.uk

MCR Clubs and Societies Officer mcr-clubs-socs@queens.cam.ac.uk

Please send completed forms to **one** of the above email addresses.

# Registration Form

|  |  |
| --- | --- |
| **Name of Society**  | *The Example Society*  |
| **Mission Statement**  | *This society exists as a helpful example for all students wishing to register a Queens’ Society. Students will be able to learn how to complete a society registration form. The society shall be open to all students.*  |
| **Evidence of Support**  | *Eg.1: A petition for the creation of this society was signed by 10 Queens’ students and has been sent to the JCR Sports and Societies Officer.* *Eg.2: A social media post advertising this new society at this link, gathered 100 ‘likes’/members/comments of approval.*  |

The Proposer and Seconder should preferably be the incoming society President/Captain and Vice-President/Vice-Captain. A society email alias will be created upon registration, which will be linked to the personal @cam.ac.uk email addresses of these two individuals. Please fill out the table below.

|  |  |  |
| --- | --- | --- |
|  | **Name**  | **CRSid** *(Eg. abc123)* |
| **Proposer** | *Joe Bloggs*  | *jb987* |
| **Seconder** | *John Doe*  | *jd1028* |

#

# Society Contact Details

There is a master document on the JCR website that contains all of the contact details for Queens’ societies, including links to social media groups and pages. We recommend that new societies create (at least) a Facebook page or group so that potential members - particularly Freshers’ - can easily find and contact societies. Please complete the following table. Write n/a where appropriate.

|  |  |
| --- | --- |
|  | **Link** |
| **Facebook page/group**  | *Eg: facebook.com/theexamplesociety* |
| **Instagram page**  | *Eg: instagram.com/theexamplesociety (@theexamplesociety)* |
| **Twitter page**  | *Eg: twitter.com/ExampleSociety (@ExampleSociety)* |
| **Website**  | *Eg:* *www.theexamplesociety.org.uk* |

# Further Details

Society registration will be approved by the Council of the College Union, which meets twice-termly and is attended by three representatives from each of the JCR, MCR and SCR.

Clubs and societies that have not been registered with the College Union will not be considered an official Queens’ society, and will therefore not have the opportunity to book rooms in college or claim for funding.

The Council of the College Union may deregister a club or society if it is deemed to be inactive, or to have acted in a way that is damaging to the Queens’ community.