

## **Club Re-Affiliation**

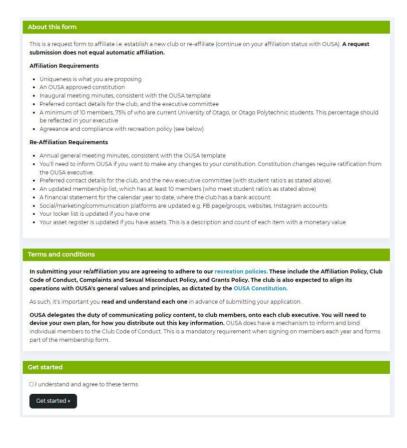
## How to guide for Re-Affiliate your club to OUSA in the Clubs Portal

Affiliation is required for every club at the end of each year.

If you require the Clubs Portal password to be reset, please email a copy of the AGM minutes (confirming your election for the following years Committee) to the Clubs Development Officer <u>cdo@ousa.org.nz</u>

Click here to access the clubs portal.

Now you have access to your clubs portal! I should look a little something like this.





# **Club Re-Affiliation**

#### So, what's required to complete your clubs Re-Affiliation?

- About the Club an updated paragraph about the clubs purpose
- Email Address clubs own email address or best contact for club
- Website link club's website
- Facebook link clubs most used social media platform
- Membership Registration Information to update
- Current Officers update in Members page
- Annual General Meeting Minutes which include presidents report and officers election
- **Constitutional Changes** any constitution changes that have been moved at the AGM need to be documented and sent to the CDO to be approved
- Annual Financial Report presented at AGM by treasurer
- Asset Register presented at AGM
- Locker Access List members who are able to borrow locker key held at PUSA Clubs & Socs Reception
- **v** to acknowledge you have read and understood the OUSA Affiliation Policy

There are plenty more sections which you can fill in, after all this is your clubs portal, fill it with as much information as your like, all files cannot be deleted so you will never lose your constitution again!

Once you have completed all of this, click the 'Request Affiliation' button. Kat will get a notification for your request and check everything is looking good, she will mark your club as affiliated, and you will gain all the benefits of being affiliated to OUSA!

#### Confused? give the CDO an email <a href="mailto:cdo@ousa.org.nz">cdo@ousa.org.nz</a>

Please note, you are required to complete a continuing affiliation each year to remain affiliated to OUSA.

## **RE - AFFILIATIONS FOR 2023 ARE DUE 30<sup>th</sup> NOVEMBER.**