

## Letter of Authority Template

Your letter should be written and signed by an authorised person (or their designated proxy).  
If your club is:

- *Constituent* - the letter should come from someone within the requisite Faculty;
- *Residence* - the letter should come from the Head of your College/Apartments; or
- *Partner* – the letter should come from someone within that organisation.

You may adjust the template to be relevant for your Club, however you must include verification that your Club is the official club for your Constituency/Residence/Partnered Organisation at UNSW.

A copy of this completed letter must be submitted by **all Constituent Clubs** to remain a Constituent Club. Failure to provide this letter will result in the loss of Constituent status until such time as a new letter is provided.

A copy of this completed letter must be submitted by **all Residence Clubs** to remain affiliated with Arc.

A copy of this completed letter must be submitted by **all Partner Clubs** to be considered a Partner Club, and to continue affiliation under the name of the Partnered External (to UNSW) Organisation in question. Clubs that do not provide a letter from an authorised representative of the external organisation will need to change their club's name or risk their affiliation being denied.

### **Template Letter:**

[date]

To The Arc Clubs Department,

I, **(insert full name)** am employed as **(insert job title)** and I am an authorised person to act and speak on behalf of **(insert Constituency/Residence/External Organisation)**.

I hereby verify that **(name of club/society)** is the official student society of **(Constituency/Residence/External Organisation)** at University of New South Wales (UNSW).

Should you have any further inquiries, please contact me at **(phone number)** or **(email address)**.

Regards,

**(Signature)**