

Constituent Club Letter Template (from Head of School/Dean)

If your Constituent Club is Faculty based, this letter should come from the Dean of your Faculty. If your Club is College based, this letter should come from the head of your College and so on. You can adjust the template to be relevant for your Club; however, you must include the number of students in your Club and verification that your Club is the official Club for your Faculty/School/Program/College.

*A copy of this completed letter must be submitted by **all** Constituent clubs for new affiliation applications and as part of the annual re-affiliation application.*

[date]

To the Arc Clubs and Volunteering Staff,

I verify that [name of Club/Society] is the student society for the undergraduate and postgraduate students in the [Faculty/School/Program]. In 2016 there are [number] undergraduate students in first, second, and third years, there are [number] Honours students, and [number] postgraduate students enrolled in the [Faculty/School/Program].

Should you have any further inquiries, please contact me on [phone number] or [email address].

Regards,

[signature]

[name & position of authorised University staff member]

CREATED

Jul 1, 2015 by [Arc Clubs Admin](#)

UPDATED

Mar 10, 2016 by [Arc Clubs Admin](#)

VISIBLE TO

Everyone