



Departmental and Faculty Association Allocation Form

1. General Information about the Association

Name and acronym of the Association:.....
Department, Faculty or Program represented:.....

Office:..... Phone:.....
Email:.....

Official name on the bank account:.....

2. Association executive's information's:

Name:..... Position:.....
Department:..... Student Id:.....
Phone Number:..... Email:.....
 Is the contact person

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3. Check list of supporting document (Those documents are required)

- Operating budget for the current academic year
- Financial Report of the previous academic year, including a copy of a recent bank statement
- Current bylaws
- Minutes of the latest General Assembly to revise the bylaws
- Election report, or minutes of the general assembly where the election took place, for the executive of the current academic year

4. Final declaration

- I hereby declare that I have read through GSA's Policy on Departmental allocation and that my application respects all the conditions stated in the said policy.
- I hereby declare that all information provided on this form is true and verified.

Electronic Signature:.....

How to apply!

To apply, Fill this form on your computer and send it to the following email address with all the supporting documents.

gsa.department.advocate@gmail.com

Supporting documents

When you apply you need to send the following documents:

1. Operating budget for the current academic year;
2. Financial Report of the previous academic year, including a copy of a recent bank statement;
3. Current bylaws;
4. Minutes of the latest General Assembly to revise the bylaws (Ref. Article 2b), the General Assembly minutes cannot be the same used for a previous application;
5. Election report, or minutes of the general assembly where the election took place, for the executive of the current academic year.



Annex 1: Additional Space

If you need more space for Association executive's information's

Name:..... **Position:**.....
Department:..... **Student Id:**.....
Phone Number:..... **Email:**.....
 Is the contact person

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Phone Number:..... **Email:**.....
 Is the contact person