



## 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

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

**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:**.....

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**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](mailto: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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**Department:**..... **Student Id:**.....  
**Phone Number:**..... **Email:**.....  
 **Is the contact person**