

Guidelines | Clubs Application



Clubs &
Networks



Every great club begins with an idea!

Whether you're bringing together students through culture, academics, recreation, advocacy, or a shared passion, we're excited to help turn your vision into an official Club under the Student Association of George Brown.

This guide explains how the Club Ratification Application process works. To keep the process straightforward, the application is completed in stages. After the first phase is submitted and approved, you'll unlock the second phase. This allows you to focus on one stage at a time while we review your progress along the way.

Please read the steps below to understand each phase of the application and what is required before you begin. You only need to complete the phase currently assigned to you. Please do not complete future phases until instructed by Clubs staff.

To get started, [click here](#)

Phase I | Apply To Start Your Club Journey

Step 1 - Build Your Team

Find at least 3 executives and 10 interested George Brown students who want to be part of your club.

Step 2 - Submit Your Club Proposal

Complete Phase I of the application with your club idea, executive team, and basic information. Below are screenshots to help you complete this section

The screenshots show the following sections of the application form:

- Phase 1 | Club Application** (Student Association of George Brown): Includes fields for Full Name (First Name: John, Last Name: Doe), George Brown Email Address (John.Doe@georgebrown.ca), and a red callout stating "must input your NAME, not student number" pointing to the email field.
- Name of your program**: Includes a text field for "Graphic Design", a dropdown for "What year are you in?" (First), a dropdown for "Select your campus" (Daniels (satellite)), and a "Next" button.
- Name of your Club**: Includes a text field for "Creative Realm", a "Club Category" section with radio buttons (Academic, Social and Cultural, Health and Counselling, Recreational), and a "Brief Description" text area.
- Executive members (3 minimum)**: Includes a table with columns for Name, George Brown Email, and Position. The table lists John Doe (President), Jane Doe (Vice President), and Richard Roe (Treasurer). A red callout states "click SAVE to add more" pointing to a "SAVE" button at the bottom of the table.

Step 3 - Application Review

The Clubs Team will review your application to ensure it meets the Student Association of George Brown's requirements. If approved, you will receive a notification along with access to the Phase 2 requirements.

Phase II | Build Your Club Foundation

Step 4 - Complete Club Setup

If your Phase 1 application is approved, the Clubs Team will email you a link to complete Phase 2. Phase 2 includes your Club Membership List, Club Constitution, Annual Plan & Budget, and Club Responsibilities and Rights Agreement downloadable templates to guide you through completion. Below are screenshots to help you complete this section

The screenshots illustrate the Phase 2 Club Application process:

- Approval Email:** A green header with "Approved" indicates the application is approved. The email text states: "Hi John Doe, Your application has been reviewed and approved by the Clubs Team and has now qualified to proceed to **Phase Two** of the club ratification process. You will receive an email shortly with the Phase Two application requirements and instructions. Please keep an eye on your inbox (and your spam/junk folder). If you do not receive the email within **24 hours**, please contact us at saclubs@sagbc.ca for assistance". A red callout bubble says "example of the APPROVAL message".
- Phase 2 | Club Application Form:** The form is titled "Phase 2 | Club Application" and "Student Association of George Brown". It includes fields for "Full Name" (First Name: John, Last Name: Doe), "George Brown Email Address" (John.Doe@georgebrown.ca), and "Name of your Club" (Creative Realm). A red callout bubble says "FYI, first page will be prefilled info" with arrows pointing to the pre-filled fields.
- Jotform Link Email:** The email is from Jotform and states: "Phase 2 | Student Club Application has been assigned to you! Yaw O. (saclubs@sagbc.ca) has assigned you **Phase 2 | Student Club Application**. Click the button below to fill out this form." A red callout bubble says "example of the PHASE 2 link email".
- Membership Upload Section:** The section is titled "Your Club's Membership". It instructs: "Please complete your Club Membership List. Your club must have **at least seven (7) members** who are currently enrolled at George Brown Polytechnic to be eligible for ratification. Use the template on this link to complete your club membership list. Once it has been completed, please upload the finished document [here](#)." Below is an "Upload Membership" section with a "Browse Files" button and a note "Drag and drop files here". A red callout bubble says "upload each DOCUMENT pertaining to the section" with an arrow pointing to the "Browse Files" button.

Step 5 - Official Ratification

Once all requirements have been reviewed and approved, you will receive an email from the Clubs Team confirming that your club has been officially ratified as a Student Association of George Brown club.

Step 6 - Start Building Your Community

Host events, recruit members, apply for funding, and create memorable experiences for fellow George Brown Polytechnic students.