

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY ASIA



INTEREST GROUP REGISTRATION FORM

Interest Group Name: _____

Position	Name	Student ID	Contact Number
Head			
Vice-Head			
Treasurer			
Members			

Staff/Faculty Advisor: _____

Faculty Signature/ Date

Club Description & Activities: _____

Meeting Day(s)/Time: _____

Location: _____

IG Head Signature/ Date

For Official Use Only

SGA Vice-President
Name/ Acknowledgement
Signature/ Date

SGA President
Name/ Acknowledgement
Signature/ Date

Executive Director, Enrollment &
Campus Operations
Name/ Acknowledgement
Signature/ Date

Interest Group Rules and Regulations

1. The IG must have regular activity meetings at least once every term.
2. An IG must have a minimum of 4 members, the Head, Vice-Head, Treasurer and at least one regular member, to start up.
3. All IGs require a Staff/Faculty to be the Advisor of that IG. No Staff/Faculty can be the advisor of more than two clubs at once.
4. Should the IG fail to maintain having at least 4 members at the end of each school year, the IG shall be shut down.
5. The Heads of each IG must meet with the SGA once every term.
6. Each official IG may receive annual funds not exceeding SGD \$2000. Proposals must be submitted to request for funds.
7. IGs that contribute to the school (Through competitions or event contributions or Community Involvement Programmes (CIP)) are eligible for additional funds (More than SGD \$2000). Should the IG require additional funds, a proposal must be submitted to the SGA to request for more.
8. All proposals (including those for funds) must be submitted at least 3 weeks prior to the event date. (For more information regarding procedures for funding requests, please approach the Treasurer of the SGA.)
9. (As of 1st January 2019) All subsidies for graduating students will be cut off 3 months after their graduation is approved.