UNIVERSITY OF PRETORIA

Department of Student Affairs

**APPLICATION PROCESS OF DAY HOUSES**

Document type: Process Document number: **Annexure A to the Organised Student Life Policy**

Category: Student Life

1. Applications for Day House status must be submitted to the Department of Student Affairs. No student organisation will be allowed to operate as a Day House before receiving provisional Day House status from UP.

# The process to be followed is as follows:

* 1. **STEP 1:**

**The proposed Day House completes the enclosed application form and submits three copies, one to each of the following:**

* + The Vice-Principal /Executive member responsible for Student Affairs
  + The Director: Student Affairs and/or Deputy Director: Student Affairs
  + The Coordinator: Day Houses

# STEP 2:

# UP reviews the application

* + Recommendations are made regarding the brand, budget, action plan and constitution.
  + Possible guardians are proposed.

# STEP 3:

# The Day House receives feedback from UP

* + Adjustments are made according to the recommendations.
  + The application is re-submitted.

# STEP 4:

# UP grants provisional Day House status

* + The establishment of a new Day House is announced to the University community.
  + Training, funding and infrastructure are provided by the DSA in accordance with the relevant policies, regulations and approved budgets.

# STEP 5:

# After approval has been granted, the Day House must –

* + Finalise its constitution.
  + Execute a plan of action according to budget.
  + Create and maintain its mini-site on the UP website.

# STEP 6:

# A review takes place after the first 18 months to determine the status of the Day House

After the review, official Day House status is granted, *or* the Day House is discontinued.

**APPLICATION FORM**

|  |  |
| --- | --- |
| **APPLICATION FORM FOR PROSPECTIVE DAY HOUSE** | |
| Name |  |
| Mens’/Women’s/Unisex Day House |  |
| Campus where the Day House will be based primarily |  |
| Slogan/Tagline |  |
| Logo (describe and attach) |  |
| Corporate Colours |  |
| Vision and Mission |  |
| Short description of the identity/brand of the proposed Day House |  |
| Proposed traditions |  |
| Number of current members  (attach membership list with student numbers, contact details, fields of study, race) |  |
| Estimated number of members by  end of 12-month period |  |
| Membership Fees:   * First-years * Seniors |  |
| Founding House Committee (attach complete list with student  numbers, contact details, fields of study, race) |  |
| 1. month budget (to be attached):    * Estimated total income    * Estimated total expenses |  |
| 12-month Plan of Action (to be attached) |  |
| Marketing Strategy  (to be attached) |  |
| Draft Constitution (to be attached)  Template available from the Department of Student Affairs |  |

We undertake to adhere to the Constitution for Student Governance, the policies of the Department of Student Affairs (DSA) and the policies and regulations of the University’s Department of Finance.

# Name (printed):

Chairperson Elect

# Signature: Date: