**City Students’ Union New Media Outlet Application Form**

A ‘Media Outlet’ is a registered official Student Group whose core purpose is to produce media content for students at City.

This form is an application to establish a new City Students’ Union Media Outlet, and may only be completed and submitted by a current City, University of London student. Please fill out all the sections below to aid us with your application. Failure to fully complete all sections may lead to your application being rejected. **SEND APPLICATIONS BY EMAIL, to** [**miles.battye@city.ac.uk**](mailto:miles.battye@city.ac.uk)

If approved, your Media Outlet will be open for membership from **the next Student Groups launch period (these normally take place in October, January, and May)**. You must submit this form at least 1 calendar month in advance in order to be included in the applicable launch period. Please note the Students’ Union may not reimburse any expenses you create before your Student Group is officially registered, relating to your proposed Media Outlet. All members must buy their membership, including organisers

**Basic Media Outlet Details**

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| **What is the name of your proposed Student Media Outlet?** | Insert Text | **What is the primary type of media you will produce? (e.g. radio, video, online, print)** | Insert Text |
| **What is the public title of the production, newspaper, station etc. (if different from above)** | Insert Text | | |

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| **Please provide full contact details for all of your Media Outlet’s committee members.**  [At minimum your Student Group must have the 3 core positions filled] | | | | |
| Position | Name | Email | Mobile | Student No |
| Editor / Station Manager |  |  |  |  |
| Finance Officer |  |  |  |  |
| Communications Officer |  |  |  |  |
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| **What will be the cost of your Media Outlet Membership fee? Minimum required membership fee is £1**  (n.b. All committee members and contributors are required to pay this membership fee) |
| **£** Insert Membership Fee |
| **What will be the cost of your Associate Membership fee (if applicable)?**  **Associate membership is only open to the following groups:**  City University Staff  City University Alumni  City, University of London Partner Institutions (e.g. INTO City, Kaplan College)  Other UK based University Students |
| **£** Insert Membership Fee |

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| **Please write a description of your Media Outlet that will appear on the** [**City Students’ Union website**](http://www.culsu.co.uk/) |
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| **External Affiliations: Will there be an external organisation that the Media Outlet will be working closely with? Yes  No**  **To request an organisation to be affiliated with City Students’ Union, please contact the Student Senior Student Activities Coordinator** |
| **If yes please give the name and the contact details of the external organisation** |
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**Media Outlet Purpose**

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| **Please describe the three key aims/objects of your Media Outlet: These will be listed on your constitution as the core principles of your Media Outlet.** |
| **Aim 1** **Insert Text**  e.g. to create opportunities for aspiring journalists to gain experience producing media in an extra-curricular setting |
| **Aim 2** **Insert Text**  e.g. to produce high quality online articles covering a range of topics of interest to City students. |
| **Aim 3** **Insert Text** |

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| **How are you going to achieve your aims? Please list the types of activities you plan to arrange.** |
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| **Have you sought the interest of your Media Outlet to the student body? Please insert the below the names of the students who would be willing to join the Media Outlet. You will be required to gain at least 8 sign ups on this form for your application to be considered.** | |
| Student ID Number | Student Name |
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Thank you for completing your New Student Group Application Form. This will be put forward to the appropriate Board. Once a decision has been made the Students’ Union Senior Student Activities Coordinator will be in touch as to whether your application has been successful in becoming an affiliated Media Outlet.