# Application Form for Associate Membership to the Erasmus Student Network

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| Overview |
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| Name of the organisation applying for membership |  |
| Organisation address |  |
| Email |  | Website |  |
| Facebook |  | Instagram |  |
| Twitter |  | LinkedIn |  |
| **Main contact person** |
| Name |  |
| Position |  |
| Email |  |
| **Background** |
| Briefly describe the history of your organisation. How and when was it initiated? |  |
| Briefly describe the main aim and activities of your organisation. |  |
| How did you find out about ESN? |  |
| Briefly describe an added value for your organisation to join ESN. |  |
| Please provide a brief description of your organisation that we can add on the ESN website.  |  |
| Please upload here your logo in a png and vector format [here](https://docs.google.com/forms/d/e/1FAIpQLSf1kOewPxO9HZnAik_mcjcvohNwiWkTthzvrsqY-wjLhArwqw/viewform) |

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| Structure |
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| **Board Members/ Executive Team\*** |
| Position | Name | Tasks |
| President |  |  |
| Vice President |  |  |
| Treasurer |  |  |
|  |  |  |
|  |  |  |
| *\*people who are responsible for management, strategy, representation and are democratically elected***Other positions** |
| Position | Name | Tasks |
| *Partnership Manager* |  |  |
| *Webmaster* |  |  |
|  |  |  |
|  |  |  |
| **Teams (structures for volunteers who have no official position)** |
| Team name | Number of members | Tasks |
|  |  |  |
|  |  |  |
|  |  |  |
| **Office** |
| Does your organisation have an office? |  |  |
| How many people are involved in daily office jobs (both employed and volunteers)?  |  |  |
| What positions do they have? |  |  |
| Do they work full time or part time?  |  |  |

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| Legal Status |
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| Is your organisation legally established?If yes, since when? If not, why not? |  |
| **Legal Documents** |
| Please upload your Statues and Standing orders in PDF [here](https://docs.google.com/forms/d/e/1FAIpQLSf1kOewPxO9HZnAik_mcjcvohNwiWkTthzvrsqY-wjLhArwqw/viewform). |
| **Election procedure** |
| Briefly describe the election procedures in your organisation.  |  |

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| Members/volunteers |
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| Number of volunteers |  |
| Number of buddies\*, if applicable |  |
| Number of alumni, if applicable |  |
| Do you provide any training/capacity building activities for them? If yes, please elaborate. |  |
| Do they need to pay a membership fee? |  |
| **Recruitment** |
| Briefly describe your recruitment process. |  |
| When did you last recruit? How many volunteers did you recruit? |  |
| **Orientation** |
| How did you introduce new volunteers into your organisation? How did you onboard them? |  |
| What orientation activities did you organise? |  |

\**buddy = a person that is not a full member of the organisation, but that supports it in different activities (eg: ESN buddies support the international students but do not attend the General Assemblies)*

| Students**Representation** |
| --- |
| Number of students that you represent |  |
| Number of countries you are present in |  |
| Number of cities you are present in |  |
| **Activities** |
| Briefly describe the type of activities you organise for them. |  |

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| Partners |
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| Commercial partners |  |
| Institutional partners | *e.g. University, IRO, National Agency, National Erasmus+ Office, etc.* |
| Youth NGOs | *e.g. AIESEC, National Youth Network, National Youth Council, etc.* |
| Is your organisation a member of any other international network? If yes, please elaborate. |  |

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| Funding |
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| Where does your income come from? |  |
| Where do your major expenses go? |  |
| Do you have a semester/yearly budget? |  |
| Do you apply for any grants? |  |

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| Next steps |
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| **Priorities**

| Main priorities/activities you have planned for the next few months. | *e.g.: events, conferences, webinars, etc* |
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| How do you think ESN could help you in the future? | *e.g.: pool of trainers, tools, access to conferences etc* |

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