# Application Form for Associate Membership to the Erasmus Student Network

| | Overview | | | | | --- | --- | --- | --- | | 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 | | | | --- | --- | --- | | **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 | | | --- | --- | | 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 | | | --- | --- | | 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 | | | --- | --- | | 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 | | | --- | --- | | 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 | | --- | | **Priorities**   | Main priorities/activities you have planned for the next few months. | *e.g.: events, conferences, webinars, etc* | | --- | --- | | 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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