

CLUBS

START A GROUP

BE WITH YOUR CROWD

Victoria University (VU)
Student Group Guide

**SSAF
FUNDED**

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Student
LIFE
◆ VICTORIA UNIVERSITY

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Ancestors, Elders and families of the Kulin Nation (Melbourne campuses), the Eora Nation (Sydney campus) and the Yulara/Yugarapul and Turrbal Nation (Brisbane campus) who are the traditional owners of University land. As we share our own knowledge practices within the University may we pay respect to the deep knowledge embedded within the Aboriginal community and recognise their ownership of Country.

We acknowledge that the land on which we meet, learn and share knowledge is a place of age old ceremonies of celebration, initiation and renewal and that the Traditional Owners' living culture and practices have a unique role in the life of this region.

To learn more, please contact the Moondani Balluk Academic Unit on +61 3 9919 2836 or Moondani.Balluk@vu.edu.au.



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WELCOME

Welcome to the Victoria University (VU) Clubs program!

In this guide you will find information about how to start a club and how to run a club. Student run clubs are a great way to make friends, learn new skills and have fun.

Your club can be about anything! It can be focused around your studies, culture, hobbies/interests, passions, skills or beliefs.

You will receive training, support and best of all funding so your club can run fun and interesting activities and events.

If you have any further questions, please feel free to contact us.

We look forward to working with your club to create a great experience for students!

VU Clubs team

Phone: +61 3 9919 4243

Email: clubs@vu.edu.au

STARTING A NEW STUDENT GROUP

To affiliate a new club, you will need to have a minimum of 10 current VU students signed on as members, of which three are to be elected as the Executive Committee (President, Treasurer, and Secretary). The election of the Executive Committee, by democratic vote, must occur at an Inaugural General Meeting (IGM) held by the student group members. Quorum for the IGM is 60% of the membership base.

If you are interested in starting a new student group, you will need to follow these steps:

- 1 Come up with a student group idea
- 2 [Check](#) if the student group already exists
- 3 [Apply online](#) via the application form
- 4 Wait for your application to be processed
- 5 Receive approval to proceed with your new student group affiliation
- 6 Gather the student group members
- 7 Conduct an Inaugural General Meeting (IGM) (the Clubs Team can assist with this)
- 8 Elect the Executive Committee via a democratic process
- 9 Fill in affiliation forms and adopt the Student Group Constitution for Clubs
- 10 Create a student group identity (group name, logo, email) and launch your student group

Your step-by-step guide

1. Create a student group idea

- a. Check out student groups currently on the VU website (vu.edu.au/clubs) to make sure that the student group you want to start is not already up and running. If the student group is not there, then it is time to start that student group!
- b. You need to think about a few things. What will your student group do? Is your student group related to any colleges which will support student development? Is it a social student group that runs events on campus? Or is it something completely different?

2. Apply to start a new student group online

[Apply now!](#)

3. Wait for your application to be processed

- a. The Clubs Officer and the Student Life team process your application to:
 - i. check if there is already an affiliated student group that services the purposes of the proposed VU Club, VU College Society or VU Association
 - ii. check application details are completed
 - iii. process to yes or no
 - iv. advise the applicant via email.

4. Receive approval to proceed with your new student group affiliation

- a. Receive approval via email.
- b. Receive affiliation pack (the documents you need to affiliate your new student group).

5. Gather the student group Executives and Members

- a. Contact your interested peers/friends about the student group.
- b. Invite people to be an executive in the new student group.
- c. Talk to potential new members in class/social activities.
- d. Let them know there will be a meeting to vote in an Executive.

6. Plan & conduct an Inaugural General meeting (IGM)

- a. Select a date for your IGM meeting.
- b. Book a room (library, public space on campus) or create a Zoom invite.
- c. Invite attendees.
- d. Meet and conduct meeting.

7. Vote in executive & complete the affiliation paperwork

- a. Announce executive election at meeting with 10 members minimum.
- b. Forward candidates for three executive roles (President, Secretary & Treasurer) and take a vote.
- c. Count votes, record results in minutes.
- d. Complete IGM minutes form at meeting.
- e. President to lodge paperwork with Clubs Officer.

8. Lodge bank forms and open student group bank account at local CBA branch

- a. The student group will nominate two Executive Members to be the card holders (usually President and Treasurer) of the student group bank account.
- b. The two card carriers will then organise an appointment with the Clubs officer to set up a bank account with Commonwealth Bank.
- c. Your student group affiliation funding will be accessible by submitting funding requests as you require funding for your student group.
- d. Your student group can earn income by attending Victoria University activities like Open Day, Multicultural Week, and O-Fest.

Once the above steps have been completed, the Clubs Officer will send confirmation via email that your student group has been affiliated. You now will complete training to learn more about how to run a student group successfully.

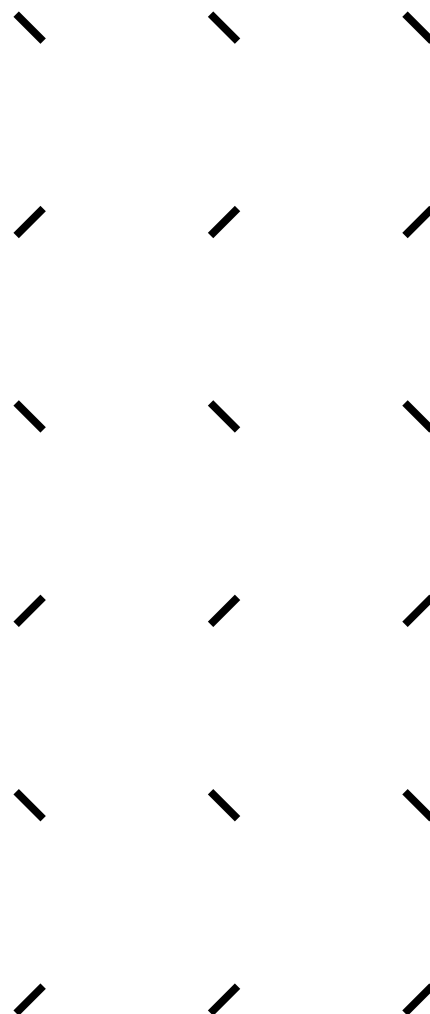
Training sessions will be provided by the VU Clubs Officer and you will be invited to attend these activities.

You can contact clubs@vu.edu.au and ask your VU Clubs officer or Clubs Assistant if you need any help or have questions about the information on starting a new student group.

9. Create a student group identity (Facebook, Instagram, Gmail, etc.)

- a. Your student group will need a name that reflects the student group's purpose.
- b. The student group name should include 'VU' or 'Vic Uni' or 'Victoria University' in the title.
- c. The student group will need a logo which can be created by the Clubs Officer or alternatively the student group can outsource a logo design at the club's cost.
- d. The student group will need a Gmail account and a web description to inform other Vic Uni students about the student group and to keep everyone updated.
- e. Get new members and sign them up using the membership form that will be shared with the student group in Dropbox.
- f. The Student Group may charge a membership. Membership for VU Students must be at a discounted rate as opposed to non VU students.

The Secretary will keep record of membership details (through creating an online membership form) and the Treasurer will record the membership income and member details.



STUDENT GROUP EXECUTIVE ROLES & RESPONSIBILITIES

The role of the committee Executive members must comprise of the following elected positions:

- ◆ **President**
- ◆ **Treasurer**
- ◆ **Secretary**

Student groups are welcome to include more positions at their discretion.

These roles are to be named and the duties are to be outlined on the Student Group Registration Form.

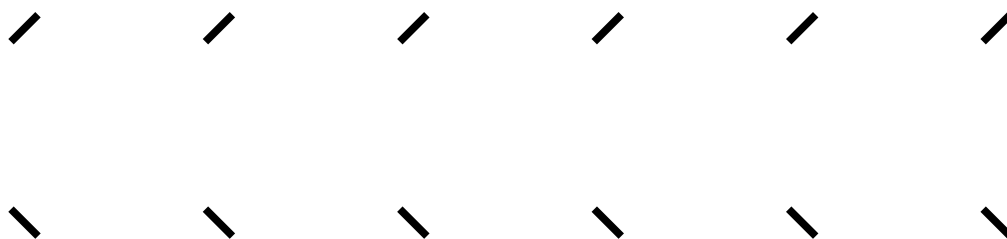
For the purposes of gender equality, it is highly recommended that committee members have an equal number of both female and male members in the above roles.

The committee members are responsible for the day-to-day operations of the group such as promotion, communications with members and setting meetings, managing the yearly budget and planning and delivering student group activities.

The Student Life team values the hard work of all its student group and the contribution you make to our overall missions and aims. Committee members not only act as ambassadors of their student group but also provide a positive culture to Victoria University as whole.

All positions work together closely and form the leadership driving the smooth running of your student group.

The position descriptions of each role are detailed in the next section.



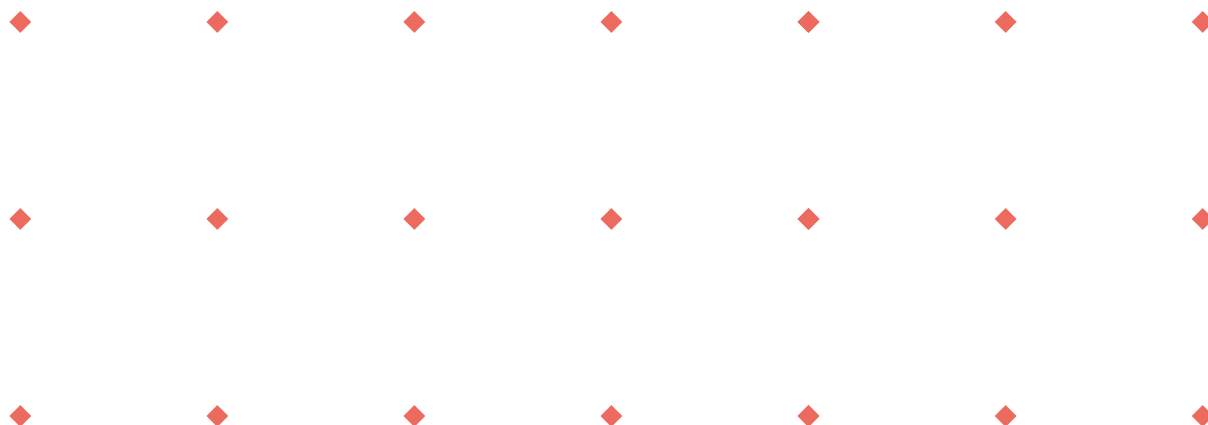
President

Purpose

To provide leadership for, and oversee the running of, representing your student group to other groups and external organisations.

Responsibilities

- ◆ to abide by the terms of the VU Student Group Constitution
- ◆ to maintain regular communication with the VU Clubs Officer in regard to student group activities and any unforeseen issues and consult and seek advice where necessary
- ◆ to aspire to model positive leadership behaviours and a positive attitude, taking responsibility for inspiring and engaging with your members and committee
- ◆ to support other committee members to achieve their goals and perform their roles, including a willingness to confront unhealthy attitudes and behaviours, resolve conflict and promote healthy relationships between members
- ◆ to regularly engage with your members to ensure your student group is benefiting your members
- ◆ to attend any meetings that involve your student group, e.g. attend committee meetings and/or meetings where attendance is required (Student Leadership Council meetings
- ◆ to participate fully in the committee handover period and your Annual General Meeting (AGM)
- ◆ ensure maximum participation of your student group members through active promotion at Student Life events each year
- ◆ consult with this handbook and make sure relevant information is distributed around the committee and members
- ◆ timely completion of the annual re-affiliation process to continue as a Victoria University student group
- ◆ to ensure that your activities and events are inclusive
- ◆ in consultation with the Treasurer, monitor student group accounts and finances
- ◆ to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement form.



Secretary

Purpose

The role and responsibilities of a secretary concentrates on the administration of the student group and aiding the President in running any meetings; including minute taking and activities.

Responsibilities

- ◆ to abide by the terms of the VU student group constitution
- ◆ inform the VU Clubs & Societies Officer of your AGM within 14 days and complete the room bookings template to book a room (same process for general meetings)
- ◆ drawing up the Meeting Agenda with the President prior to it starting and sending out the agenda to the relevant attendees and/or having it available for all attendees of the meeting
- ◆ check the minutes of the last meeting and note items for 'business arising'
- ◆ take the minutes of the meeting and make sure they are correct
- ◆ arrange correspondence in order and summarise the long items to save time during the meeting
- ◆ take an attendance list and apologies of those absent
- ◆ provide pencils and paper for ballots (for election of new committee during AGM)
- ◆ keep membership list updated (for new members and members who leave)
- ◆ writing up the minutes of all student group meetings and send them out to the relevant parties as soon as possible
- ◆ inform the President of any correspondence requiring urgent attention
- ◆ to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement form.



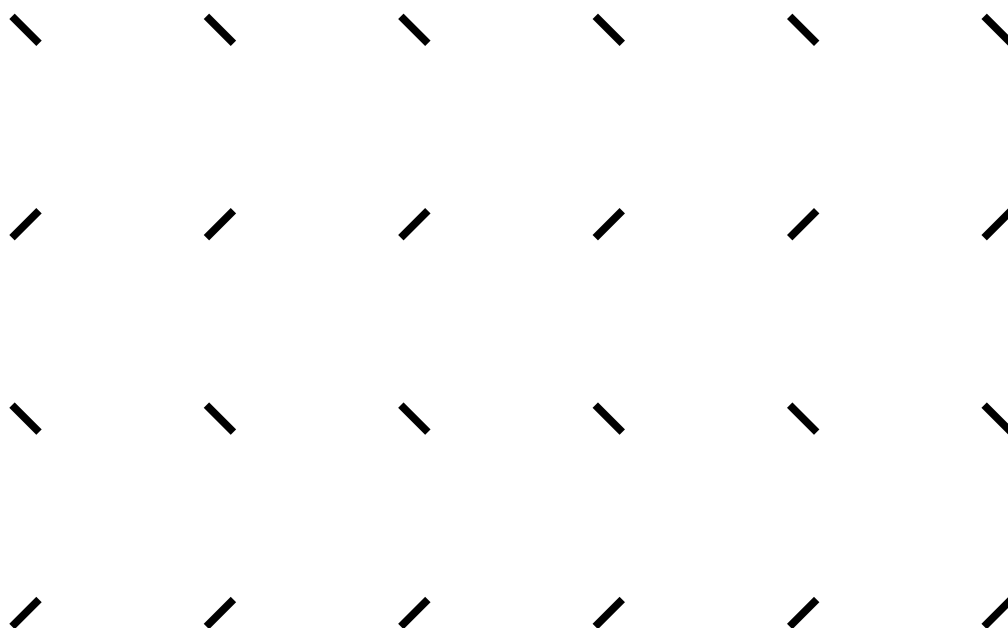
Treasurer

Purpose

To monitor finances of your student group, delivering updates to the committee and the VU Clubs Officer.

Responsibilities

- ◆ to follow the instructions to set up a student group bank account, and be both a signatory and card carrier for the student group bank account
- ◆ to ensure the student group CBA account is active and current in terms of card carriers and signatories. If an account is not open for the student group, the Treasurer must initiate the opening of the student group bank account
- ◆ to manage your student group's budget which must be through your Commonwealth Bank account (no personal or other external accounts may be used for student group business)
- ◆ be responsible for requesting funds on behalf of the student group from Student Life
- ◆ keep records of income and expenditure (e.g. use budget/financial template as a guide) and keeping receipts
- ◆ liaise with the VU Clubs Officer on matters of finance
- ◆ ensure that any handling of cash is done in a trustworthy manner with full records kept in the student group's cash receipt book
- ◆ to engage with and support other committees and your members and to contribute to your group initiatives
- ◆ to attend and participate in your committee meetings
- ◆ to participate fully in the committee handover period and your AGM
- ◆ to ensure that your activities and events are inclusive
- ◆ under no circumstances are student group funds to be used for personal investment or gain
- ◆ to sign that you have read, understood and agree to the above role and responsibilities on the Roles and Responsibilities Agreement form.



MEETINGS

Follow this guide when planning, organising and running student group meetings.

Definitions

- ◆ **Inaugural General Meeting (IGM)** – the first meeting of a new student group.
- ◆ **Annual General Meeting (AGM)** – a yearly meeting of student group Executives and members whereby reporting about the groups events, finances and other general business occurs as well as the election of the next years committee.
- ◆ **Executive Committee Meeting** – a meeting which is only open to an attended by the Executive members of a student group.
- ◆ **Special General Meeting (SGM)** – a meeting of the Executive members called for specific purposes which cannot wait until the next AGM.
- ◆ **General Committee Meeting** – a meeting which is open to and attended by any member of a student group.
- ◆ **Student Group Leadership & Representation Policy (SL&R Policy)** – related VU policy document.
- ◆ **Student Group Establishment, Affiliation and Funding Procedure (SL&R Procedure)** – related VU procedure document.



Inaugural General Meeting (IGM)

Purpose

An IGM is the very first meeting of a new student group where the group establishes the name, logo, and objectives and democratically elects the Executive committee.

Process to hold an IGM

1. The students who wish to establish the group will decide on a date, time and venue for the IGM to be held. These details should be made available to prospective members via email, social media or text message.
2. Any student who is a member of the group can chair the meeting. Another student should record the meeting minutes.
3. Upon opening the meeting, the group will:
 - a) Establish its name, purpose and objectives. The student group name must include either 'Victoria University' or 'VU' in its title. The terms club, society & association are interchangeable.
 - b) Decide on a logo (see creating logos).
 - c) Set up a dedicated student group email account. The email address must show an association with VU such as 'vu_student_group@gmail.com' or 'VicUniStudentGroup@gmail.com' etc.
 - d) Elect the Executive Committee via democratic vote (see eligibility). If a nominated student is uncontested then that student will be immediately appointment into the position. If more than one student is nominated a ballot vote, secret or otherwise will occur.
 - e) Formally adopt the VU Student Groups Constitution.
 - f) Elect the student group card carriers for the groups bank account (usually the President and Treasurer).
 - g) Appoint any General Committee Positions and outline their roles and duties.
 - h) Set the membership fees, if any.
 - i) Record members details.
 - j) Discuss any other general business such as event planning, meeting schedule, finances etc.
4. Once the meeting is closed, the elected Executive and General Committee will complete the Affiliation process (see Affiliation Process).

List of Resources

1. IGM Agenda and Meeting Minutes Template
2. [Canva](#) (for logo creation)
3. Student Group Constitution
4. Card Carrier form
5. Financial template
6. Membership Details template
7. Student Group Registration form



Student Group Annual General Meeting (AGM)

Purpose

An AGM is a mandatory yearly gathering of the student group's executive committee, general committee members, student group members and other interested parties. The purpose of the AGM is reporting on the student groups past term, managing the election process of the new committee, discussing future endeavours, and handing over important information about the student group such as bank account details, financial reports, membership list, logo and other information.

Rules of the AGM

1. Your AGM must be run prior to the club re-affiliation deadline of December 1 each year. It is recommended the club AGM is run between October and November.
2. AGM Quorum to be met is the full executive committee, plus 3 further student group members who have voting rights.
3. The student group Secretary will send out invitations to student group members via email no later than 10 business days prior to the AGM occurring and will declare the all positions open for nominations.
4. Nominations for positions will close 3 business days prior to the AGM occurring and nominees will be outlined on the agenda. Voting can occur via proxy. If a member is voting by proxy, they need to share their vote via email with another member prior to the AGM occurring.
5. The AGM agenda will be sent out to student group members 3 business days prior to the AGM occurring.

Business of the AGM

1. The chair of the AGM meeting must be a non-biased person such as an outgoing member (executive, general committee or student group member) or VU staff member.
2. The president will provide a report on the student group's past term. The Secretary will provide a report on the student group's memberships and any student group assets. The Treasurer will provide a report on the student group's finances.
3. Executive committee and general committee positions will be declared open for nominations. The nomination and voting process will be completed.
4. Once the new committee is elected, the new committee will complete the re-affiliation process see Student Group guide 7-Affiliation/re-affiliation.

Nomination and Voting Process

1. Check eligibility of VU student group executives before nominating yourself or others (see SL&R EAF procedure, part C, section 16 points a through to i).
2. A student can nominate themselves and others for a position. This includes current executives who wish to continue in their role. If the nomination is unchallenged, a second and third member with voting rights, must back the nomination and the nominee have the choice to accept or decline the offer. If a nomination is challenged, the voting will go to a secret ballot.
3. Nominations can occur by Proxy. Those who are voting by proxy must email their vote to another member prior to the AGM occurring.
4. Voting rights are restricted to student members only. Non-student members cannot vote for a nominee.

List of Resources

1. AGM invitation Template
2. AGM Agenda & Meeting Minutes Template
3. Student Group Constitution
4. Card Carrier form and Commonwealth A153 form
5. Financial Template
6. Membership Details Template
7. Student Group Registration form

Special General Meeting (SGM)

Purpose

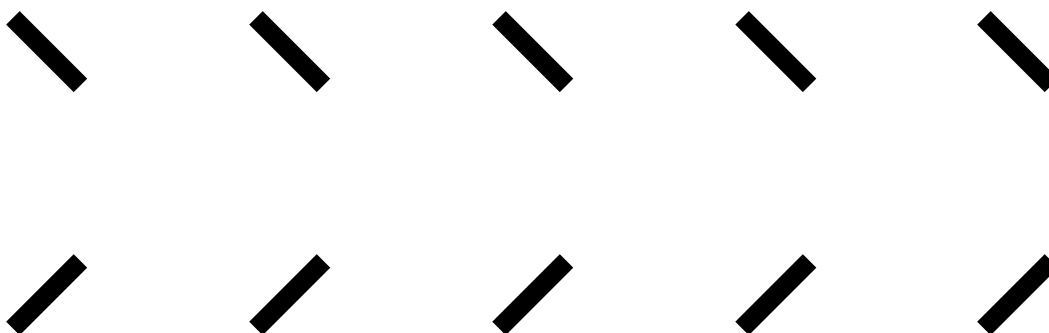
SGMs are called to deal with business that cannot wait until the next AGM. A range of matters may be discussed including those that must be decided by a special resolution. The swapping of Executive positions or the election of a replacement Executive committee member may occur at a SGM.

Process to hold an SGM

1. An SGM may be called by the President or Secretary, or jointly by any two Executive members
2. The Secretary (or appointed Executive member in absence of) shall then notify each Executive member of the date, time and location of the meeting via email, text or phone, at least three business days before the meeting is held.
3. If an Executive member cannot attend a meeting they need to inform the Secretary (or in case of the secretary, the President) are there apology via email, text or phone at least 24 hours prior to the meeting.
4. Executive members may request that items of business be included on the agenda by submitting such requests to the Secretary via email no later than 48 hours before the scheduled meeting time.
5. The Secretary shall create and distribute the meeting agenda to the Executive committee via email prior to each meeting or in their absence delegate to another Executive member.
6. It is typical for the President to chair the Executive meetings and the Secretary to take meeting minutes. Other Executive members can perform these duties if the President/Secretary is not available.

List of Resources

1. Meeting Agenda template
2. Meeting Minutes template
3. Student Group Constitution
4. Card Carrier form and Commonwealth A153 form
5. Financial template
6. Membership Details template
7. Student Group Registration form



Executive Committee Meeting

Purpose of an Executive Committee Meeting

An Executive Committee Meeting is open to the Executive only. The Executive must meet at least three times during their term of office. These meetings may be held to discuss planning of events and activities or business about the student group in general.

Process to hold an Executive Committee Meeting

The same process of holding an SGM applies to holding an Executive Committee Meeting.

List of Resources

1. Meeting Agenda template
2. Meeting Minutes template

General Meeting

Purpose of a General Meeting

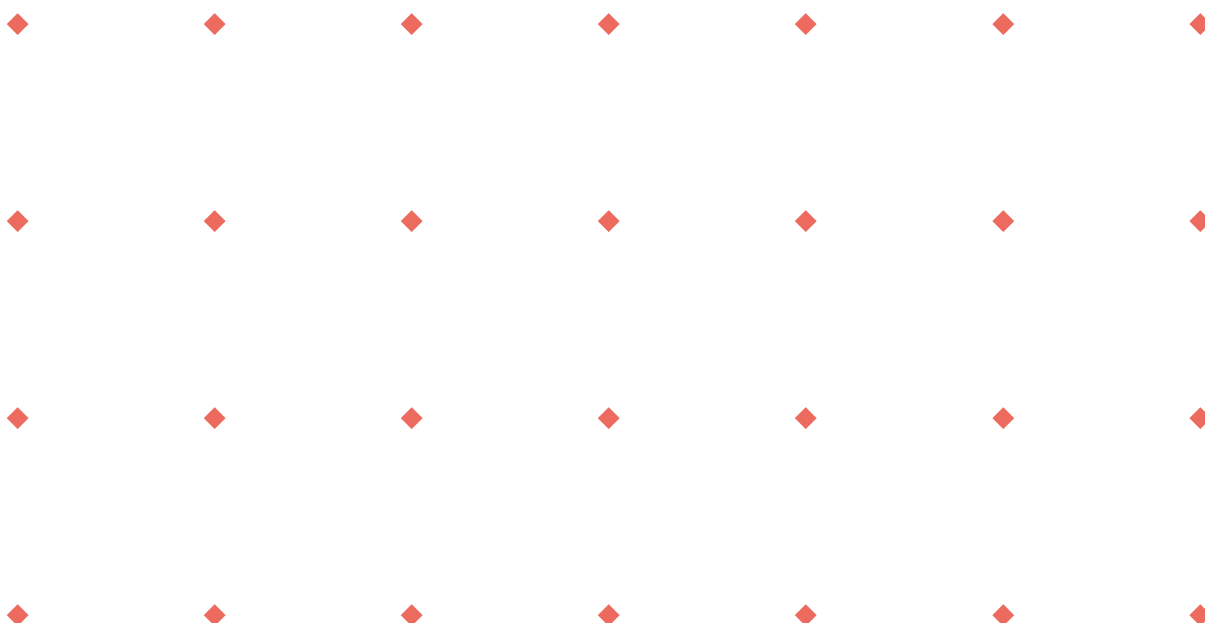
A General Meeting is a meeting that is open to all members of the student group. A member of a student group may request a meeting to be held to discuss matters related to the Student Group.

Process to hold a General Meeting

1. A General Meeting may be called jointly by any two members of the group.
2. The members should advise, via email to the student group, the purpose of the meeting and the agenda items they wish to be included.
3. The members shall give at least 10 business days' notice regarding the time, date and place of the meeting to the student group members, via the Secretary (or other Executive member).
4. The Secretary (or other Executive member) shall send out the members meeting request to the list of registered members.

List of Resources

1. Meeting Agenda template
2. Meeting Minutes template



FUNDING & FINANCES

Types of funding

Funding from VU

The funding given to clubs by VU is distributed from the pool of Student Services and Amenities Fees (SSAF).

Affiliation funding

Affiliation funding is available to clubs and is requested by a club when funds are required. Clubs can request up to \$500 each club's financial year.

Bonus funding

Bonus funding refers to extra funds that clubs can receive when the club participates in a wider VU event such as O-Fest, Cultural Diversity Week, Open Day and other opportunities VU may have during the year.

External funding

Student groups may seek funding via other opportunities available to them.

Membership fees

Student Groups may charge membership fees on an annual basis. See the Clubs Constitution in regards to managing membership fees.



Sponsorship

Student groups may seek sponsorship from an external party to assist with funding of the groups events, activities or club/group assets. Permission to seek sponsorship is required by the student group. The student group must email the Clubs Officer with details about the proposed sponsorship relationship. There are strict rules on who VU student groups can seek sponsorship from. See the SL&L Policy and Procedure for more information.

The following information about sponsorship was appropriated from RMIT RUSU Sponsorship Guide 2021, rusu.rmit.edu.au.

Important points about seeking sponsorship

There are important things you should consider when seeking sponsorship. Below is a list of things you should consider. This information is a general guide only and does not provide any legal advice.

1. Sponsorship is a two-way relationship – the student group may receive money towards an event and in return the sponsor may want their business paraphernalia given to event participants. Both parties to the agreement (you and your sponsor) will have a legal obligation to honour the agreement or risk losing the sponsorship (and having to pay/give back anything received or even face legal action for damages etc.).
2. Keep it simple and realistic. The more straightforward your sponsorship agreement, the easier it will be to uphold. Don't enter into an agreement if you are not confident that you and your club or society will be able to honour your end of the partnership. Remember, not everyone in your club and society will share your commitment, so think of your members and what they will be prepared to give in return for sponsorship.
3. Be in it for the short haul. Clubs and societies change each year with new members and new Board/committee members. As a result, what you are prepared to do for sponsorship, and indeed what you need to gain from it will change from year to year. It can be risky to commit to lengthy sponsorship Agreements, as in the future they may not seem such a good deal. It is much easier to renew a short-term contract you are happy with than break a long term one which no longer suits your needs.
4. Seek common goals. As sponsorship represents a partnership, it is best to approach potential sponsors to whom you know you can offer something genuine in return. Think about companies or businesses which you and your club or society are regularly in contact with, or those who have similar aims to yourselves.
5. Protect your club's and VU's reputation. Clubs are not permitted to enter into sponsorship agreements with migration agents. This is to protect students from unscrupulous practice & poor-quality providers AND to protect club leaders from being sued by dissatisfied students who connect to such an agent through a club. Other sponsors to avoid are education agents, tobacco companies, alcohol suppliers, gambling establishments or services. A full list of ineligible sponsorship agreements can be found in the SL&L policy. If you are unsure if your sponsor would be considered acceptable, please ask your Clubs Officer for advice before you sign an agreement with the potential sponsor.

How can a sponsor help my student group?

1. Provide financial support: the most obvious contribution a sponsor can make to your club or society is to give it money in return for promoting their business or organisation, for participating in your events or using their products.
2. Provide equipment or clothing: a sponsor may provide equipment or clothing for your club or society in return for their name being displayed on it.
3. Discounts: if your club or society or its' members are regular customers of a particular business, then you may be able to negotiate sponsorship in the form of a discount. This could be money off equipment or supplies ordered from a specific shop, a reduced admission price to events the club holds there, a discount for your club members, or a discount when hiring specific services or facilities.
4. Prizes/giveaways: if your sponsor makes or distributes items or runs a business your club members love, the sponsor can provide these for you to offer as prizes to your members, to include in goodie bags etc.

HINT: If your sponsor wants to “try out” new things on your members, unless they are majorly expensive or cool items you are confident your club members will love and will really benefit the club’s reputation and membership, try and get these sorts of things as added extras – not as a feature item in your agreement.
5. Guest speakers & industry events: sponsors may be willing to be a guest speaker at a club event, take part in panels, do Q&A events, run workshops, host your club at their workspace to show members around. Industry sponsors may also like to participate in larger industry events.
6. Offer facilities or a venue: if your club or society has specific equipment or facility needs that cannot be funded by the University, then effective sponsorship for you may take the form of an agreement for the use of a more tailored venue. A company may be willing to let you use their venue in return for promoting them or your involvement in their other activities.

How can I assist my sponsor

1. Advertising/promotions: helping to get a company’s name into the student community is the most accepted form of sponsorship. Your club can reach a lot of students (or a smaller but specific group of students)! This can be done through displaying the sponsor’s logo on club clothing, the club social media channels, on promotional material for club events or flying a sponsor banner at an event.
2. Attendance: as a collective, the business brought by just your club members can give businesses quite a boost. If your sponsor is a venue, restaurant, etc, holding a certain number of club events there can be considered a significant contribution to a sponsorship agreement. Remember that VU clubs may not book space on campus for sponsor events but you can invite them to attend your events as special guests, guest speakers etc. Or the sponsor can host events at their offices etc.
3. Aiding with promotions: Young, enthusiastic, vibrant people like club leaders can be great ambassadors for businesses or companies. If your club or society is of an artistic or creative bent, an effective form of sponsorship may be to agree to perform at or be involved in a company’s events or promotions. Just offering the services of your members to help publicise your potential sponsors could prove valuable.
4. Involvement in activities: the experience and knowledge of your club and society is another valuable commodity and you may be able to offer this to potential sponsors for the benefit of your group. For example, if you are working with an external venue, you may be able to get the use of their facilities at a reduced rate if you agree to offer your experience to help with their other activities, such as coaching community groups.

What not to do

In addition to the advice listed above there are also three facts of which you must be aware of when looking for sponsorship.

1. DO NOT be unprepared. Have a sponsorship plan, do your homework and make the best impression you can – potential sponsors are not only a benefit to your club, they could be a contact for future placement and/or employment.
2. No contract, no sponsorship. This guide and the steps identified in it are designed to help safeguard you from unfair and unreasonable sponsorship tie-ins.
3. DO NOT accept sponsors without considering the implications to reputation. To the world, your sponsors reflect the club and the University. Sponsors that have a poor reputation in business or in the community in general, put your reputation at risk too. Sponsors engaged in business that competes with VU (for example, other education providers) will not win you support at VU. If in doubt about a sponsor, check in with your Clubs Officer.
4. DO NOT offer something you're not permitted to give. Clubs may not book space on campus for sponsors, allow sponsors to attend University events or come and set up stalls/booths at VU. Your sponsor can attend a club event on campus as a guest but may not engage in any sales. Sponsors may want your club membership lists so the sponsor can contact your members directly. Unless members give you authority to give their details to sponsors, it is illegal for you to do so.

Maintaining your agreement and sponsor relationship

Signing a sponsorship contract is the start of a commitment and it is important that you do your best to maintain your agreement with a sponsor. The more pro-active you are in working with your Sponsor the more likely they are to work with your group in the future. Honouring your commitment is vital to this, but doing a few extras also helps. A thank you letter when the Agreement is signed or when money or services are received is a good start, as are pictures of events and examples of Sponsor's money, logos, or donations in action. Your Sponsorship Agreement might be short term but if you develop a good relationship with good sponsors, they will be more likely to sponsor your club for many years to come.



Fundraising

A club may fundraise for their own benefit and financial gain (for the club). There are many ways to fundraise including barbeques, bake sales, raffles, fun runs etc.

A club may fundraise for an organisation or cause they are supporting. Funds raised for this cause can be donated as long as a tax invoice is provided by the charity/organisation.

Club bank account

The student group will have its own bank account with Commonwealth Bank. This account is owned by Victoria University.

Two of the executive members (usually the Treasurer and the President) will hold a card to the account as well as have net-banking access.

The Clubs Officer will assist the club in setting up the bank account. This involves the executives setting up a profile with Commonwealth bank (using 100 points of ID) or if an existing customer, linking the account to their current Commonwealth Bank profile. An appointment with the bank and the executives will be attended with the Clubs Officer to complete the process. The Clubs Officer is registered as the Chairperson on this account and has full access to the account.

The executives and the Clubs Officer will fill in the Club Banking Minutes and the Commonwealth A153 form.

Membership payments, affiliation funding, sponsorship funding, grants and/or profits from events/activities must be distributed into the student group's bank account within 10 days of receiving the funds.



How do I request funding for my club

Funds for an activity/event

Affiliation funding can be requested via the Activity Registration form. There is a section on this form that asks if funding is required and how much. Sometimes a quote needs to be provided and the club can email this through after filling in the form.

Once the activity is reviewed and approved by the Clubs Officer, they will process the funding request. The club will receive an email from the Clubs team noting the funds have been approved and how much affiliation funding is left to apply for. Funds can take up to 10 days to clear in the clubs bank account.

Funds for club merchandise or other assets

If the club would like to purchase merch or other assets, they can email this request along with a quote to clubs@vu.edu.au.

If the request is approved the club will receive an email from the Clubs team noting the funds have been approved and how much affiliation funding is left to apply for. Funds can take up to 10 days to clear in the club's bank account.

What if my funding request is declined?

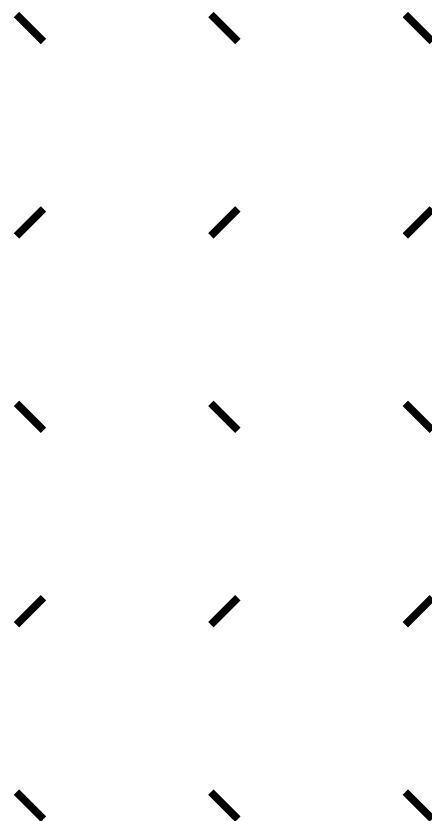
The Clubs team will contact the club via phone or email to discuss the funding request in case it cannot be approved or if we require more details about the request. Funding request may be declined if the request does not meet the eligibility of how funds can be used. More about this is explained in the section 'How can I use my funding'.

How can I use my funding

The funding issued to your student group comes directly from the Student Services Amenities Fee (SSAF), which VU students pay each year. Therefore, it is imperative that the funding a student group receives is always used for a purpose that benefits the student group's members and support VU'S Mission and Values. There are strict regulations about the use of SSAF funds. You can view these on the Department of Education, Skills and Employment website by searching for 'SSAF' and navigating to 'Spending Revenue from the Fee'.

Any type of funding or finances that come in to the student group, whether it be from affiliation funding, student group memberships, external sponsorships or student life grants, should always be used in a way that benefits all student group members and/or VU students.

The following page has a table outlining what examples of what funding can be used for.



Approved use of funding	Unapproved use of funding
◆ Food and drinks for student group events (refer to alcohol policy)	◆ Food and drinks for student groups Executive only meetings (limit to once per semester with Clubs Officer Approval)
◆ Merchandise to give to members	◆ Internet/mobile phone/utility bills
◆ Venue booking for a student group event	◆ Personal transport (petrol, Myki, Uber, Taxi, Parking)
◆ Payment for tickets/entry fees for student group members	◆ Student group Executive ONLY events/activities (refer to Student Life Grants for these purposes)
◆ Bus transport for group of members	◆ Personal items or expenses
◆ Payment for guest speakers for student group member event	◆ Student Fees, books or course equipment
◆ Items for use by student group members (games, equipment, etc.)	◆ Personal memberships

It is advised you seek permission from the Clubs Officer before you spend the student group's funding. Any expenditure that is not approved by the Clubs Officer will need to be reimbursed to the university.

Club audit

The student group is responsible for keeping records of income and expenditure. The club will be audited once per year to ensure the financial integrity of the club.

Financial spreadsheet

The student group's Treasurer is responsible for filling in the student group's financial spreadsheet, which is used to record incoming and outgoing expenses.

The Clubs program will provide the club with the spreadsheet.

Receipts and tax invoices

Receipts and tax invoices should outline the purchased items, price, GST, business name and ABN. An EFTPOS receipt is not acceptable as this does not include the information above. We recommend taking photos of hard copy receipts and storing these in your club Gdrive along with soft copies.

Completing the club audit

Student groups will be required to complete an audit once per year. Student group Treasurers will be provided with training and one on one support to complete the audit. The treasurer will hand in the completed student group financial record sheet, receipts and invoices, up to date membership form and the bank statements for the auditing period.

The Clubs Officer will review the student group's audit submission and grant either a pass or fail. If a student group fails an audit, further information from the student groups will be required. In some cases, a student groups will be liable to pay back any misappropriated funds and potentially face disaffiliation.

Student group audit

Your student group is required to keep a record of all expenses (incoming and outgoing) using the student group financial spreadsheet. The student group will need to submit a financial audit.

What is to be handed into student groups for the audit?

1. A completed copy of the student groups financial template.
2. A folder containing scanned copies or photos of receipts/invoices.
3. Up to date membership record.
4. Do not forget to include your cash box balance on the template.
5. Please have all the student group events and activities updated on the student groups Event and activity Google Form. This will assist us with the audit.

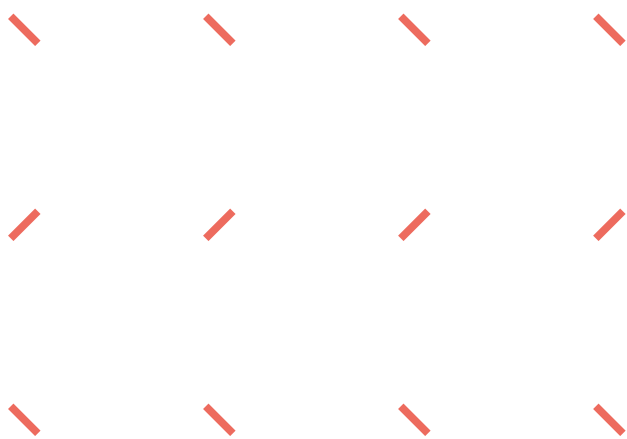


Steps to complete the audit

1. Fill on the financial spreadsheet showing incoming and outgoing finances.
2. Provide electronic copies of receipts and organise them by date to reflect the same order as recorded on the spreadsheet. Receipts/Tax invoices must contain the Business name, ABN, list the items purchased and the GST amount. EFTPOS receipts are not accepted.
3. Provide electronic copies of the bank statements including a screen shot of current bank balance.
4. Prove electronic copy of the membership list.
5. Provide electronic copy of financial report template.
6. Continue to record any income and expenses, keep receipts and any other records, to be handed to the next treasurer. Please remind/demonstrate the next treasurer how to record income and expenses and record keeping.

Preferred method of delivery is via email to clubs@vu.edu.au. The email should contain four attachments matching the list above. Alternatively, you can save copies on to a USB and hand this into the Clubs Officer. Place USB in a sealed and marked envelop with the student group name and date written on the front.

Please note, the student group will receive a pass or fail on the audit. If the student group fails to pass the audit, further investigation from student groups will occur. Failing the student group's audit may lead to disestablishment of the student group and possible further consequences.



PLANNING & DELIVERING STUDENT GROUP EVENTS AND ACTIVITIES

Types of events

Before a student group can hold an event or activity, they first must plan the event, prepare any necessary components and seek approval from the Clubs Officer. This is to ensure that the events/activity can be covered by the VU Liability Insurance as well as being compliant with the relevant VU policy and procedures such as the VU Student Charter, The student groups Constitution and the SSAF grant guidelines.

Student groups are expected to run a minimum of two events/activities for their members each semester (minimum four total per year). This does not include participation at Orientation, Clubs Fest, Open Day or other wider VU events.

A few examples of student group events are listed below.

Recreation activities

- ◆ Food activity (BBQ, pizza, picnic, bake sale)
- ◆ Outdoor activity (beach day, snow day, hikes, road trips)
- ◆ Movie screening
- ◆ Trivia night
- ◆ Cocktail event or ball
- ◆ Games (board games, laser tag, billiards, mini golf)

Educational events

- ◆ Guest speakers, industry experts
- ◆ Forum
- ◆ Seminar
- ◆ Workshop
- ◆ Conference

Themed events

- ◆ Religious
- ◆ Culturally specific
- ◆ Festive (Halloween, Christmas, Mother's/Father's Day)
- ◆ National holidays
- ◆ Awareness campaigns

Step-by-step event planning guide

Once you have decided the type of event you want to hold and considered the date, time and place you want to hold it follow the next steps to ensure the event will run smoothly.

Do not advertise or invite people to your event until you have confirmed the following.

Confirm the following before you register the event with clubs:

- ◆ **External businesses:** If you invite a business to be part of your event (on campus events) the business must provide a copy of their Public Indemnity Insurance and Work Safe Plan to the club. The club will then forward the copy to Clubs Officer (as part of registering their event/activity).
- ◆ **Permits/qualifications:** Food: If you serve food at your event (including store bought and pre-packaged foods) you need to ensure that those making, purchasing, transporting, storing and serving the food have completed their Do Food Safely Certificate. For more information about having Food at your event see section on Food below.

Alcohol: Certain permits are required for the sale of alcohol at an event. These permits can take a long time to apply for and be approved so please take that into consideration. See below section on alcohol for more information.

Other permits: Some councils require you to hold a permit if you are having an event/activity in a public space.
- ◆ **Equipment:** If you need equipment for your event, ensure that it is available on the day you wish to hold the event.

Student Life have some equipment available to hire via the [Student Life Equipment online store](#). If Student Life does not have what you need you may need to consider external hire.

Again, just make sure its locked in before you confirm the event details with clubs and participants.
- ◆ **Room Bookings/External bookings:** If you need to book a space on VU campuses, then you can email clubs to request a room booking including the date, time, campus, room capacity and type of room required (tutorial, lecture theatre, pc lab, outdoor space). We will then confirm the room with you in minimum two business days.
- ◆ **Budget & Funding:** Get quotes, look up prices online and check the amount of funds you have in your account as well as what affiliation funding you have left to apply for from Clubs. Don't guess – there is plenty of information available online to work out an estimation.

Create a budget for your event to ensure you can afford to pay for everything based on what funds you have available.

If your event relies on ticket purchases to cover the cost of the event, make sure you have enough funds to cover the shortfall in case you don't sell enough tickets.

If you are relying on sponsorship for the event, lock this in before you confirm the event with clubs and participants.

IMPORTANT: Allow at least 10 business days for affiliation funding to be approved and deposited into your club bank account.
- ◆ **Person power availability:** You may need help on the day of your event to set up, run the event and pack down the event. Reach out to your members or others to assist you with the event and lock in their availability. Make sure you have enough helping hands and people with the right skills.
- ◆ **Assess risks:** Complete the Risk Assessment for the activity. This will help cover any issues that may occur on the day and help you decide on any back up plans or alternative arrangements that need to be made.

Now you have completed these steps and locked everything in, you can register your event with Clubs via the online activity/event registration form. Club Officers will then review the event, ensure you have covered all bases and will then approve your event and process your funding request (if required).

You are now ready to advertise the event and invite guests!

Advertising the activity/event

When advertising your activity/event or sending out invitations you may want to include the following:

- ◆ Date, time, and location
- ◆ Contact person/details for the event
- ◆ Map with closest public transport options/parking availability (cost or free?)
- ◆ Link to tickets or registration form
- ◆ Description (what can people expect)
- ◆ Inclusions (food, drinks, music, entertainment, transportation, other goods or services)
- ◆ What to bring
- ◆ Dress code
- ◆ Accessibility
- ◆ RSVP details

Social media is a great way to advertise your event on your club's social media page, however email invites or text messages well too!

Use Canva (or other programs) to make a punchy advertisement!

Participant registration

Utilise a free platform to enable participants to register for your event, such as Event Bright or Google Form's.



More tips on planning events

Date, time & location

When planning an event or activity the date, time and location can make all the difference to the success of the activity.

When choosing a date you should consider:

- ◆ if there will be many students around (particularly if the activity is organised during semester breaks and the end of the year break)
- ◆ if your event/activity clashes with a larger VU event
- ◆ if your event is planned during a busy time such as or assessment/exam period
- ◆ if your event/activity clashes with a cultural or religious holiday or period of observance
- ◆ if your event clashes with any of the Student Life or VUSU events
- ◆ if it's the right time of year for your event/activity (for example, the beach probably is not very enjoyable in winter, however the Phillip Island Fairy Penguins come to shore earlier in the winter rather than after 9pm in summer).

When choosing a time, you should consider:

- ◆ peak periods of travel to and from activity (will the event be affected by late comers who are stuck in traffic or who commute on public transport?)
- ◆ if the activity starts too early or finishes too late (will public transport be accessible for attendees to get to and from the event?)
- ◆ if it's safe to hold the event at night or if it can be held in the day
- ◆ if the activity has been organised during a time where most students are free and available
- ◆ if you need sunlight for this event or is better when it is darker.

When choosing a location, you should consider:

- ◆ If the location is accessible to all students – are there ramps or lifts available for students who require assistance with mobility? Is there adequate lighting? Can directions to the location be made simple and easy to follow? Is there private space available at the venue?
- ◆ If the location adequate for the number of attendees.
- ◆ If the location easy to get to by public transport or car. If the location is far away, consider how members will get to the location.
- ◆ If the location is safe? For example, if you are going to the beach, are there lifeguards present? If you are going to a night student group, is it located in a well populated area?
- ◆ If the event/activity is running on a remote delivery platform such as Zoom?
- ◆ If there is rain coverage for outdoor events, or if it can be easily moved indoors.
- ◆ If there are accessible toilets and other amenities at the event or nearby.



Budget (including bookings, catering, prizes, etc.)

Once the type of event you are running has been planned and the date, time and location has been confirmed, now you need to work out how much the event is going to cost and if it is within budget.

In the beginning of the planning stages you would have decided what type of event/activity you were going to run, if the activity/event was for student group members only or for the wider VU cohort and when and where the activity/event was running and at what time. These aspects will help you determine what you need to budget for.

For the activity/event you may use some of your affiliation funding, conduct fundraising and obtain sponsorships from college departments or external organisations (must be approved by the Clubs Officer) and/or charge members and non-members a fee to attend.

Event/activity cost can include:

- ◆ Payment for bus hire
- ◆ Catering
- ◆ Security
- ◆ Fee for entry
- ◆ Payment for venue hire
- ◆ Staff
- ◆ Equipment
- ◆ Promotional material

Activity/event participants

Events and activities funded through student groups, are usually organised for student group members who have committed to a yearly membership. Non-members should be charged the cost price of the participation fee (members should receive free or discounted entry).

For safety and activity evaluation purposes, the student group executives must keep a record of participants who attended the event/activity.

The best and easiest way to keep a record of participants is to have them register for the event prior to the event occurring. This way you have a list of attendees and can check off those who have attended the event. The registration form may ask for details such as dietary requirements and accessibility requirements. This information is important to know, as to ensure all attendees can participate in the activity.



Food, beverage and alcohol

If the student group is providing food and beverages, it is important to ensure that the student group is aware of any allergies and dietary requirements their attendees may have. If the student group is outsourcing the food for an activity, they must ensure the food is brought from a reputable retailer. Food safety is an important part of delivery an event/activity. Each student group executive or member who may assist with the making, buying and servicing of food is required to have a food safety certificate.

A Food Safety Certificate can be obtained for free via dofoodsafely.health.vic.gov.au.

Each executive should complete this online training and send a copy of the certificate to the Clubs Officer.

There are strict laws for the consumption and service of alcohol as well as VU policy and procedures regarding students' consumption of alcohol during a VU related activity. You can find more information by following this link [Student Alcohol and other Drugs Policy and Procedure](#). You must obtain permission from the Clubs Officer if you wish for alcohol to be a part of your event/activity. This will be done via the event brief required to be handed in two weeks prior to the activity occurring.

Student group executives who distribute free alcohol at their event must have a valid Responsible Service of Alcohol certificate and must abide by all laws relating to the serving of alcohol. If the student group is selling alcohol directly or indirectly (for example, free as part of a membership payment or entry payment to activity) to the event attendees, the necessary licenses are required to be obtained. This process can take a few months to be approved. Please consult with your Clubs Officer.

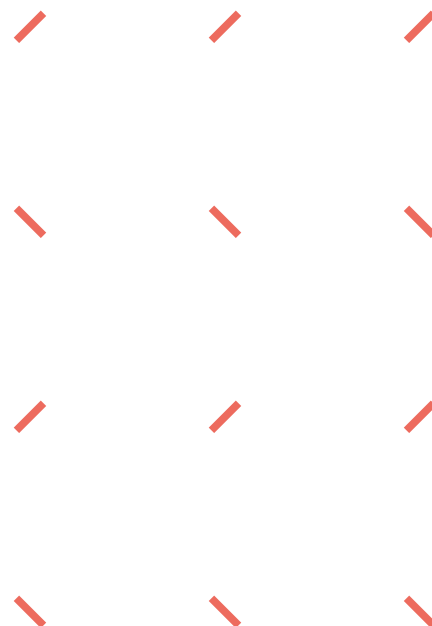
Event/activity risk assessment

Prior to student group event/activity occurring, a risk assessment must be completed and handed to the Clubs Officer for review. This is an important part of ensuring that all Student group activities/events are carried out safely, with minimum risk to participants, the University and other stakeholders.

Only approved activities are covered by the VU Liability Insurance. To seek approval for a student group activity/event, the organisers are required to hand in all relevant information about the activity/event to the Clubs Officer 10 business days prior to the event occurring.

The student group will provide a copy of these completed documents where applicable:

- ◆ Student group event/activity planning tool
- ◆ Risk assessment
- ◆ Proposed budget
- ◆ Funding request
- ◆ Event details
- ◆ Room booking



STUDENT GROUP AFFILIATION/ RE-AFFILIATION PROCESS

New student groups can affiliate with VU Clubs by Semester 2, block three of the teaching year.

Student groups interested in starting up post this timeframe will be considered on a case by case basis.

An existing student group must re-affiliate by 1 December each year. It is highly recommended to complete the re-affiliation process during the AGM.

What needs to be completed in the re-affiliation?

After the AGM and the executive committee election has occurred, the following needs to be completed by the new executive group:

- ◆ fill in section one of the Student Group Constitution
- ◆ fill in the Student Group Executives Registration form
- ◆ fill in the Bank Card Carrier form (including names of executives to be removed)
- ◆ update membership list.

Please then email the following to clubs@vu.edu.au:

- ◆ AGM minutes
- ◆ student group constitution
- ◆ bank card carrier form
- ◆ updated membership list.

How do we change over the bank card carriers?

The two new card carriers will organise an appointment with the Clubs Officer to go to the bank.

Student Group Executive handover

The previous executive must hand over important information to the new executive to help ensure a smooth transition. Use the 'Student Group Handover Checklist' to do this.

What if my student group does not complete the re-affiliation process by the deadline?

If the student group does not complete the re-affiliation process in time (apart from the meeting at the bank), the student group will be prohibited from running any activities until the re-affiliation process is completed.

Student groups who successfully complete the process will be eligible for their affiliation funding as well as the bonus funding for attending O-Fest and student group fest events. If your student group is unable to re-affiliate, please speak with the Clubs Officer for further advice and support.