

CLUBS MANUAL



Clubs Office

9am – 5pm

Monday – Friday

Lady Symon Building

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ABOUT CLUBS

Whether you're thinking of starting a club, or are looking to this guide for some help, on behalf of the Union, welcome and thank you! Life on campus takes many forms, and clubs are key part in enriching the student experience at the University of Adelaide. This guide is designed to help you with the important processes involved with establishing and running a club.

The chief purpose of Clubs is to foster the social, cultural and intellectual activities of its members. We do this by providing financial and administrative support to clubs well as providing facilities and equipment for you to use.

The following services are made available to clubs:

- Face to face support from staff on matters of administration, governance, development and events
- Financial support through grants
- Use of University of Adelaide name and insurance for clubs activities
- Free hire of bookable items such as projector equipment, trestle tables and chairs, and marquees
- Use of Clubs lounge and kitchen between 10am and 4pm, Monday to Friday, and free booking of the Clubs lounge out of hours.
- Free booking of Clubs Meeting Room, Board Room, Mayo Café, and Fix Lounge.
- Free access to Union House function rooms
- Advertising of clubs and their activities through the Union website and social media platforms
- Digital resources like an email address and a space on our website.

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STARTING A CLUB

A club is any kind of organised student-run group on campus that runs events and activities for its members. If it's social, educational, cultural or based on a hobby, then it comes under Clubs. If your group is a competitive sporting group, it fits under the Sports Association.

In order for clubs to be 'official' clubs at the University of Adelaide and use the University's name, they are required to register with the Union.

Managing a student club can be hard work, and you need to think about whether you have the time and energy to commit to making your club effective. It can also be complicated if you have never run a club before. If you have questions along the way please email us at clubsadmin@auu.org.au or come and see the Clubs Administrator on the ground floor of the Lady Symon building.

First, check our list of clubs to make sure that there isn't already a registered club with the same interest – the Union will not register a club with substantially similar objectives to an existing club. To decide if your club is unique, we will consider your proposed activities, objectives, and the groups of students that you hope to recruit. If you're satisfied that your new club is unique, follow the steps below.

Requirements for a student club to register:

1. A minimum of ten (10) members, at least half of which must be students of the University of Adelaide. At all times, your membership must be at least 50% students and staff of the University of Adelaide.
2. A constitution which provides for an Annual General Meeting and sets out the objectives and rules for your club. Your club's constitution must have a clause that forbids the securing of profits for members (that is, it is defined as a social group rather than a business). The Union has a model constitution which you may use as a starting point.
3. The President (or equivalent) and the Treasurer (or equivalent) must be students or staff of the University of Adelaide.
4. Your club must sign the Adelaide University Brand License Agreement. This is an agreement between individual clubs and the University of Adelaide, which must be renewed annually.
5. If your club is affiliated with another organisation (i.e. a particular faculty or school), a letter from that organisation approving the affiliation must also be provided.

Then, there are three steps to form and register your club:

1. You must register your interest in starting a new club by completing an online form.
2. Arrange for an Inaugural General Meeting (IGM) & email clubsadmin@auu.org.au to let us know the date. You can book the Clubs space in the Lady Symon Building or can book other rooms in Union House by contacting eventsuniclub@adelaide.edu.au. At your IGM, your members adopt a constitution that will govern how your club is run and why it exists (its objectives). Your members will then elect a committee to manage the affairs of the club. You should also authorise the establishment of a bank account for your club. Make sure that minutes are kept of each meeting, including the IGM.
3. Upload your paperwork as soon as possible after your IGM. We will need:
 - Your club's constitution. We suggest using our model constitution, available online.
 - A list of attendees including University ID numbers.
 - The minutes of your IGM. You can use our minutes template, available online.
 - Name, contact details and University ID of all members of your club's committee.
 - The signed Adelaide University Brand License Agreement. A blank copy of this agreement is available online. We will then forward this to the University for their signature.

Once all your paperwork has been submitted, your application for registration will go to the next Clubs Committee meeting for consideration. The Clubs Committee meets every four to six weeks.

The most common reasons for a registration to be denied is due to some error or omission in the paperwork that has been submitted, or because a club is too similar to other clubs. If your registration is rejected, the Clubs Administrator will let you know why, and hopefully you can correct and resubmit an application for registration to the next Clubs Committee meeting.

Once registration has been approved the Clubs Administrator will contact you via email and request a meeting to set up your club email and acquaint you with the website and the Clubs Space.

HOW TO RUN A CLUB

You and a group of similarly enthusiastic individuals have gathered together and started a club. You've held an IGM, submitted your documents, and been approved. Congratulations! Now what?

Running a club is a bunch of fun, but it helps to get some advice before you jump in the deep end. Below, you will find a guide to the roles and responsibilities of the club committee, the importance of meetings and how to run them, management of finances, using the Union website, and more. If you're unsure of anything, the FAQ section at the back of this guide might have the answer. Otherwise, contact Clubs Administration for more help.

Your roles and responsibilities

There are a number of key roles that are important to the smooth running of a club. Each of these roles requires dedication and hard work. Your club may require more roles, or the combination of the responsibilities of different roles listed below. Always remember that the delegation of tasks to club members lightens the loads on individuals, allows for greater involvement by members, and lays the groundwork for handover when the committee passes on their roles.

President

The president's role is very important and carries a high degree of responsibility. The president is required to prioritise the needs of the club as a whole, and ensure effective running of the club for the duration of their term. They are usually the primary point of contact between the club and Clubs Admin.

Some presidential duties include:

- Overseeing and coordinating the activities and administration of the club, including delegation of tasks and responsibilities to allow members to valuably participate and contribute.
- Presiding over the meetings, with a working knowledge of meeting procedures.
- Ensuring the club and its committee perform their duties as determined by the club's constitution.
- Preparing, with the club committee, any submissions to Clubs, including grant applications, event assistance, and club reregistration.
- Managing club presence and usage of the Union website and any club social media pages.
- Effectively and responsibly managing the club's email in order to maintain contact with Clubs administration, and respond to student inquiries.

- Preparing hand over materials for future presidents and committee members when the president's term reaches its conclusion.
- Any other duties that are specified in the club constitution.

Vice President

The vice president's responsibility is to assist the President in management of the club. They are also responsible for the President's duties if the President is absent.

Secretary

The secretary is responsible for the administration of the club including:

- Maintaining club records, including membership, meeting minutes, correspondence, and submissions to Clubs.
- Updating the calendar of club activities.
- Updating a register of club equipment.
- Making submissions to relevant media, including On_Dit and the Union website for promotion.
- Maintaining club noticeboards.
- Preparing agendas for meetings, with the inclusion of action from previous meetings.
- Taking minutes, including attendance and apologies. Minutes include all motions, amendments, decisions, and notes on discussions. After each meeting, these minutes must be typed up and circulated to all committee members and any others that may request to view them.

Treasurer

The treasurer is required to accurately record all incoming and outgoing expenditure of the club. Honesty and commitment are very important to this role, as their duties may include:

- Preparation, in consultation with the committee, an annual budget to be presented to the club at the AGM.
- Having a working knowledge of Clubs financial policy and grants application processes.
- Preparing grant applications.
- Keeping accurate and up to date record of incoming and outgoing expenditure, including the collection and issue of receipts, and maintenance of internal financial records.

Meetings

Holding regular, well organised meetings is essential to ensuring the smooth functioning of a club. IGMs, AGMs and SGMs are especially important but developing the skills to run meetings concisely and impartially is valuable for club governance generally.

Four types of meetings are important in the running of a club: An IGM, AGMs, SGMs, and committee meetings.

An **IGM** is an inaugural general meeting and is the first time that a club comes together officially, prior to registration with the Union. It is important to become familiar with how to run a meeting from the very start. The agenda and minutes from this meeting are submitted in the registration process and in order to meet the requirements of registration, those present at the IGM decide on and adopt the constitution of the club, and elect the first committee members.

AGM stands for Annual General Meeting. As the name implies, it is a yearly meeting of club members in which the election of committee members is conducted, any changes to the constitution are made and voted on, and annual reports of the clubs activities and finances are delivered to the club. Most importantly, in order for the club to reregister every year, an AGM must be held.

An **SGM** is a Special General Meeting. An SGM can be called at any time, and takes place when significant changes to the club are being made. This ensures that major changes are brought to the attention of club members so that they may approve the changes. Such changes include alteration to the constitution, replacement of a committee member, or any other matters which the club deems significant.

A **committee meeting** is when the committee (made up of the people who hold committee positions, like the President and Secretary) meets to manage the everyday activities of the club. This might involve organising events, making policies, discussing sponsorship, and spending funds.

All of the above are important meetings, not only to the club, but to Clubs Administration in ensuring that registered clubs are active and running smoothly. As such, Clubs Administration must be notified of an upcoming IGM, AGM, or SGM, and the minutes and agenda of a completed meeting must be submitted within two weeks of the meeting. You don't need to let us know about committee meetings, though!

How to run a meeting

Given the importance of meetings in registering, reregistering and keeping your club active and democratic, it is important to know how to properly run one.

Before the meeting

Know why the meeting is being held.

Are you hoping to start a club or reregister? Do you wish to make changes to the constitution, or elect a new president? It is important when planning a meeting to know what you're hoping to achieve or bring to the floor. Otherwise, a meeting can quickly become a group of people simply gathering together around a table.

Write an agenda.

An agenda lists the matters that will be raised in the meeting and looks a bit like a checklist of points to be brought to the floor. Typically one will begin with a welcome and any apologies from those that are unable to attend. The agenda will list all major matters to be brought to the floor, including reports, discussions, and issues to be voted upon. Allow a point for any other business to be raised, followed by a note of closing. These minutes should be available to any person that requests them at the meeting.

Any additional materials

Discussion in meetings may refer to additional documents, such as the club's constitution. Make sure that any relevant documents are brought to the meeting and that are enough are available for every member to view them.

Obligations

A successful meeting relies on well organised individuals that know their roles. Ensure that those who are present at the meeting know their obligations in advance. This is relevant both for those that chair the meeting or take minutes, and those that are presenting.

Important steps

1. *Establish a quorum*

A quorum is the minimum number voting members present at a meeting. If you do not meet quorum, the meeting cannot proceed and you will need to organise a new one. For most clubs, quorum is 10 members.

2. *Call the meeting to order*

This is done by the Chair of the meeting. Typically the President chairs meetings, unless absent.

3. *Record the minutes*

Minutes are a record of what happened at the meeting. Think of them as an explanation of what happened and follow the agenda. The opening and closing time of the meeting is taken and the meeting is documented, including voting, motions, and the list of attendees.

4. *Reports, debates and discussions*

These are all important parts of meetings and although they can be a very productive aspect of a meeting, it is important that they remain respectful and well organised. It is the responsibility of the chair to ensure that the discussions stay on track and remain civil.

5. *Voting and motions*

Votes and motions are undertaken to enact change to the club. A motion should always begin with the word 'that'. For example, 'that the president's report be accepted as tabled'.

- a. Once a motion has been tabled, someone must second the motion. The Chair then calls for any dissent (opposition).
- b. If someone dissents, the Chair calls for a vote. Most ordinary motions like the example above will be carried if there are more in favour than opposed. Certain motions of importance such as constitutional amendment usually require two-thirds of those present to vote in favour. A club's constitution may stipulate what proportion must vote in favour to pass.

6. *Close the meeting*

Once all agenda items have been dealt with, the Chair asks if there is any other business. If there is, it will be decided whether to discuss that issue immediately or defer it for the following meeting. Once all matters have been dealt with, the Chair will close the meeting and the time of close will be noted in the minutes.

Managing Club Finances

Effective financial management is very important for clubs, no matter their size. It is the treasurer's responsibility to keep the club's books in working order. In order to do so, it is recommended that you use a receipt book and two account books. The receipt book keeps track of money incoming and outgoing finances, while the two account books record each category separately, for the sake of clarity.

Information that should be included with every transaction includes:

- The name of the individual or company.
- The service or reason for the payment.
- The amount, recorded in words and numbers.
- The date.
- The signature of the person responsible for the transaction, usually the treasurer.

It is important with every transaction to issue receipts when you are taking money, and ask for a receipt when making a payment.

Creating a bank account

Before opening a bank account for your club, you need to pass a resolution in a club meeting. Ensure that the names and signatures of three signatories (the president, treasurer, and secretary) are documented in the minutes of this meeting. The signatories are the ones who have to be present or sign in order for money to be withdrawn from the account. Most club bank accounts will require two of the signatories to approve any withdrawals.

To open a bank account, choose a branch, preferably in the city, and book an appointment to apply for a 'Clubs and Societies' account. The Rundle Mall Bank SA branch is experienced in handling club accounts and doesn't charge fees for the account. When you attend the appointment you will need to bring 100 points of identification for each signatory, the minutes of the meeting, and a copy of your club's constitution.

The Website

The Union website can be a very valuable resource for clubs and it is important to become acquainted with it. Using the website, clubs can promote themselves and their activities and events, manage membership and governance, and communicate with their members quickly and easily.

Administration Panel

Once you are logged in to the Union website with a registered email and password that has been given organiser privileges by Clubs Administration, you can manage your club webpage via the Administration panel.

- **Members**
View, edit, add and contact members
- **Files**
Upload and attach files
- **Assets**
Record and manage club assets
- **Products**
Add, edit and manage products associated with your club
- **Content Management**
Add and manage pages, links and main navigation buttons on your club page.

About Us

Tell students what you are about. Click [\[Edit Club\]](#) at any time to update your information, including your Header image and club icon.

News

Include regular news items to keep your members up to date and to encourage new memberships. Click [\[Add\]](#) or [\[Manage\]](#) to update your news items.

Photos

Create an image gallery for your Club. Click [\[Add\]](#) or [\[Manage\]](#) to keep it up to date.

Photos [\[Add\]](#) [\[Manage\]](#)



[More photos](#)



About Us [\[Edit Club\]](#)

The Fair Trade Collective is all about alleviating poverty and improving the lives of those in the developing world.

Fair trade is an approach to trade which ensures producers of goods in developing countries are paid fair prices and have decent working conditions – as in many cases they don't. Buying Fairtrade Certified products instead of others is a really easy way we can make a difference in our everyday lives.

The Fair Trade Collective is a group of students who aim to raise awareness and appreciation of fair trade and ethical consumption on campus. For many years we lobbied the University to become a Fair Trade Accredited University with the Fair Trade Association of Australia, meaning that it supports fair trade and makes Fairtrade Certified products readily available on campus. We received this status in 2012 which was a massive achievement and demonstrates how students can work together to bring about positive change.

Our club runs activities like Fair Trade and Social Justice Expos, Forums, Sustain-a-stalls, meetings with Fairtrade producers and morning teas with staff. We have also participated in the annual Fairly Educated Conference held at various universities around Australia.

If you want to make a difference in the world and have fun while you're at it, the Fair Trade Collective is for you. Don't hesitate to get in touch!

News [\[Add\]](#) [\[Manage\]](#)



[More news](#)

Facebook

To add a Facebook widget for your Club's FB page, click on [\[Edit Club\]](#) next to **About Us**.

Club Products

Sell your club products online! Click [\[Add\]](#) or [\[Edit\]](#) to manage existing products or to submit new products for approval. For more information about selling your club products, contact the Clubs Administrator clubsadmin@auu.org.au

Events

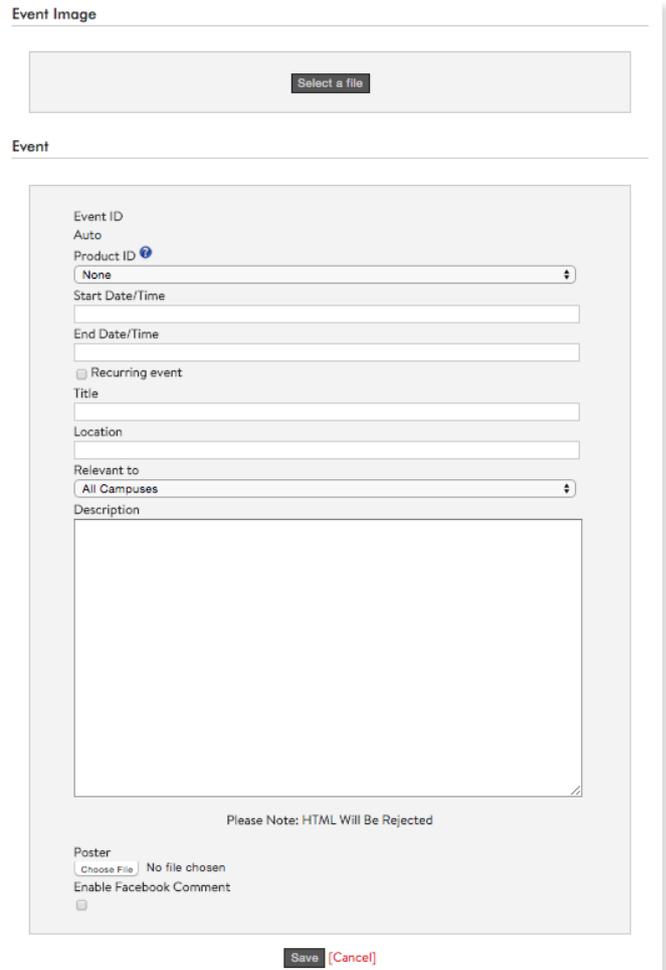
Events are extremely important to help network, recruit and build your Club. Attract more people to your events by promoting them on your AUU web page. Click [\[Add\]](#) or [\[Manage\]](#) to keep event listings up to date.

Club email

Students interested in joining your club will primarily make contact to do so via email, so it is very important that the official club email is up to date and checked regularly. When a club's registration is approved, a Union email is assigned. Emails to this account can be redirected to another account. Make sure you let us know what email address you would like, and what address you would like emails forwarded to. During handover, make sure to provide the new committee members with all relevant information and passwords. If you wish to change or retrieve the password to your account at any time, contact Clubs Administration.

Member lists

Back of house access to your clubs page also allows you to compile a list of all club members. From this point, you can organise yearly categories of members, allow administrative access for committee members, and contact all members via email. It is very important to update this members list each year, especially to make sure that the current committee members have administrator access.



The screenshot shows a web form for creating an event. It is divided into two main sections: 'Event Image' and 'Event'. The 'Event Image' section has a 'Select a file' button. The 'Event' section contains the following fields: 'Event ID' (set to 'Auto'), 'Product ID' (a dropdown menu currently showing 'None'), 'Start Date/Time' (text input), 'End Date/Time' (text input), a checkbox for 'Recurring event', 'Title' (text input), 'Location' (text input), 'Relevant to' (a dropdown menu currently showing 'All Campuses'), and a large 'Description' text area. Below the description area is a note: 'Please Note: HTML Will Be Rejected'. At the bottom of the form, there is a 'Poster' section with a 'Choose File' button (showing 'No file chosen') and a checkbox for 'Enable Facebook Comment'. At the very bottom of the form are 'Save' and 'Cancel' buttons.

Booking space and equipment

A range of equipment and spaces are available to clubs to book for free through the Union. Bookings can be made online at <http://bookings.auu.org.au/>. Making bookings here ensures that they are immediately entered into the system, meaning that other clubs won't be able to book the same resources at the same time.

Handover

Handover refers to the processes that occur when new club committee members are elected in order for the club to continue. It is the responsibility of each club committee member to undertake handover with the person who is taking over their position. Take the time to meet with the new committee member if you haven't already. Below is a checklist of the information and materials that are needed in the handover process. In addition to this list, imagine what you would have liked to know or have been given when you first took up a committee role. What would have made it easier for you?

- Responsibilities that the committee member has, in both short and long term.
 - For example, the incoming secretary may not know how to properly take minutes at a meeting. What 'everyday' responsibilities will the new committee member have?
 - Long-term responsibilities include the increase of membership and ongoing promotion of a club. What processes are involved in reaching these goals?
- How to make grant applications and reregister, and how to contact Clubs Administration for help.
- What has changed in the past year (or more) since you assumed the role, and what do you imagine will arise in the future.
- All usernames and passwords that the club has, including the email, Facebook and social media, and additional accounts.
- Information regarding contacts with external organisations. If the club is sponsored by an external organisation or is affiliated with a faculty, who is the relevant contact, and what relationship does the club have with this organisation?
- All important documents including membership lists, financial records and details of recent grant applications, and a calendar of upcoming events.
- All equipment that is owned by club.
- Locker keys.

Each club and each committee role is different, so remember to handover all relevant information that the new committee will need. Effective handover allows for the club to continue running smoothly. If a club has to come to a standstill every time a new committee member is elected, it is much harder for the club to grow and develop.

HOW TO RUN AN EVENT

Club events are a great way to boost membership, raise revenue, promote club activities, support causes, and create a strong community within that club. Whether the event is a monthly games night for club members or a pub crawl, the following guide to planning and organising an event may help in ensuring that your event is a success.

Planning

Why are you holding an event?

An event can serve a number of different purposes, including:

- Raising revenue for the club.
- Increasing membership.
- Promoting clubs services or activities.
- Fundraising for or increasing awareness of a cause or issue.
- Providing services or social events to club members or general students.

It is important when planning an event to have a clear understanding of its purpose. Try to break down the overall purpose of the event into clear objectives so that planning and delegation of roles and responsibilities is as simple as possible. Clear objectives from the start also helps in assessing whether the event was a success and what can be improved.

Who is the target?

Is the event solely for club members, or is it directed at the general student population or public? When planning an event, decide on whom the event is targeting. With this in mind, you should be able to plan an event that will deliver to this group. For instance, if your event is aimed at international students that have recently arrived in Adelaide, an event held during International Orientation Week in the vicinity of Scott Theatre has a greater chance of success.

When is the event going to be held?

Allow for plenty of time for event planning and organisation when you set a date. Keep in mind that the majority of your club members are students and that everyone has other demands on their time.

How will you put on the event?

What resources, facilities and people power will you need to put on the event?

Organising

Finance

How will the event be funded? Does the club have enough money to fund the event or will extra be required? If so, how will these funds be acquired? Set out a budget for the event with details of how each aspect such as required quantities, how much it is expected to cost and where it can be purchased. Remember to round up figures and include a small emergency amount.

Below is an example for a BBQ budget. Note that the actual cost column listed no values until items have been purchased

SEMESTER ONE MEMBERS BBQ			
	Estimate	Actual	Details
Budget	750.00	750.00	<ul style="list-style-type: none"> • Small Event Grant from Clubs – Approved 6/4/2015 • Clubs funds from membership
Infrastructure			
Space booking (Barr Smith Lawns)	0	0	University of Adelaide
Electricity (Power box)	\$200 (inc. \$100 bond)	0	Adelaide University Union
Marquees (qty: 2)	0	0	Clubs
Entertainment	0	0	iPod
Equipment			
BBQ (qty: 2)	160	0	University of Adelaide Club
Till	0	0	In stock
Till float	100	0	Club Bank Acct

Trestle tables (qty: 2)	0	0	Clubs
Chairs (qty: 4)	0	0	Clubs
PA	0	0	Clubs
BBQ tongs	0	0	Borrowing from club members
BBQ trays	10	0	Coles
Catering			
Sausages (qty: 200)	150	0	Blackwood Butchers
Veggie patties (qty: 50)	25	0	Coles
Onion (2 kg)	4	0	Coles
Bread (30 loaves)	25.50	0	Coles
Sauce (qty: 2 bottles)	3	0	Coles
Soft drink (qty: 40 cans)	53	0	Coles
TOTAL	720.50	0	

NOTE: THIS BUDGET IS ONLY AN EXAMPLE

Resources

Some events will only require resources that the club already has but most will need a combination of internal and external resources required for the event to take place. Make a list of all the facilities, equipment and funds that you will need for the event and figure out what the club or its members already have in stock and what you will need to outsource.

Booking facilities and equipment

Once you have figured out what external resources you will need make sure to book them! Whether through Clubs, the University, or an external organisation, make sure to book well ahead of time. Don't forget to book space and electricity if it is needed. If you are planning to host an event on campus, you will still need to book that space, even if the event is being held outside. Look to the

back of this guide for a list of important contacts for bookings, or contact Clubs Administration. A range of equipment and spaces are available to clubs to book for free through the Union. Bookings can be made online at <http://bookings.auu.org.au/>.

Roles and responsibilities

Not only is it stressful, but probably completely impossible for just committee members to run an event. Make sure to delegate roles and responsibilities to clubs members. This ensures that each task has someone dedicated to it, and ensures that the whole club can get involved with the event.

Risk assessment

A risk assessment involved identifying possible risks to people attending your event so that you can plan around them and make the event safer for everyone. For larger events, or those involving risks such as cooking, serving alcohol, or high physical activity, it is important that the club undertake a risk assessment prior to the event and ensure that all measures are in place to ensure that the likelihood of injury or near miss is low. Please contact Clubs Administration if you believe that your event requires a risk assessment to be undertaken.

Serving alcohol

The University of Adelaide has strict rules regarding the service of alcohol at events and on campus. If you are planning to serve alcohol, please contact Clubs Administration before you begin organising your event.

GUIDELINES FOR GRANT APPLICATIONS

The purpose of a club grant is to provide for the enrichment of campus life at the University of Adelaide. Grants are intended to be used by clubs who require funding to interact with their member base. The following guidelines are intended as a guide for the Clubs committee to ensure consistent administration of grants. This is not an exhaustive list and the committee has full discretion over all grant applications.

Yearly grant limits

Fully registered clubs may be granted up to \$1500 in total across any category for the calendar year. Provisionally registered clubs may be granted up to \$800 in total across any category for the calendar year.

Grant Categories

Clubs grants are divided into categories based on the purpose of the grant. Clubs may apply for any number of grants in any category, provided that the total does not exceed yearly limits above, or the category limits below. The categories are subject to the guidelines listed at the end of this document.

CATEGORY	MAXIMUM ALLOCATION
New club start up (for new clubs only)	\$300
Small event (under 200 people attending)	\$500
Large event (over 200 people attending)	\$1000
Equipment and resources	\$400
Banners and signage	\$300
Miscellaneous	As needed

New club start-up:

\$300 maximum allocation.

This category is only available to clubs that have recently received provisional registration. It may include initial promotional materials or resources needed for outreach, engagement and publicity.

Examples:

- Flyers and posters
- Administrative materials
- Training for new club office bearers

Small event:

\$500 maximum allocation.

This category is intended to help clubs hold events where less than 200 people are expected to attend. This generally applies to events where the majority of attendees are expected to be existing club members.

This category includes any materials or equipment required for the event.

Examples:

- Morning teas
- Small barbeques
- Movie nights and quiz nights
- End of year club events

Large events:

\$1000 maximum allocation

This category is intended to help clubs hold events where more than 200 people are expected to attend. Clubs are required to provide evidence of a reasonable expectation of attendance based on previous similar events, Facebook attendance, ticket sales where relevant, and/or the capacity of the venue. It is expected that the event be open to new and existing members.

The committee may ask that a club evaluate any risks for the event, as well as how these will be addressed. In some cases, a complete risk analysis may be required. Contact Clubs Administration for any queries regarding this process.

This category includes any materials or equipment required for the event.

Examples:

- Balls or parties
- Large barbeques
- Cultural festivals
- Networking events

Equipment and resources:

\$400 maximum allocation

This category is intended to assist clubs in the purchase of equipment or resources for ongoing activities. This may include items that are used regularly by the club and is not intended for the hire or purchase of equipment or resources for a single event.

An explanation of how the equipment will be stored in the long term, and how easily it will be accessed by the club, is required.

Examples:

- Costumes and table cloths, or the materials required for these items
- Games, sporting equipment or activity kits
- Cultural or religious items

Banners and signage:

\$300 maximum allocation

This category intended to assist clubs in purchasing promotional materials for the club and its ongoing activities. This may include banners, signage, posters, flyers and leaflets. It does not generally include costs associated with any graphic design of these materials.

This is not intended for the promotion of individual events, which may be covered by a relevant event grant.

Examples:

- Large banners or flags
- Ongoing event posters, such as weekly classes
- Pop up banners
- General promotional t-shirts, caps, bags, or stickers.

Miscellaneous:

As needed

This category is intended for grant applications that do not fall under any of the above categories. It is not intended as a spill over category to meet costs that exceed other category maximum allocations. Clubs are required to provide specific quotes and explain why the application does not fall under any other category.

Where the category is used for the benefit of individual members, such as attendance at interstate conferences, evidence of an open and fair selection process, and an explanation of how the grant will benefit the entire club, is required.

Quotes

Clubs are required to provide quotes for items or services that they are purchasing with the grant funds, within reason. Quotes are not ordinarily required for purchases of \$50 or below. Quotes are generally required for purchases costing over \$50, or for which the usual cost is not known.

Quotes may be provided in the following forms:

- Official quotes from a business and provider of a service.
- Emails, with clear evidence of who is providing the quote.
- Screenshots of websites, with clear evidence of the business and relevant costs.
- Photos of price tags, with clear evidence of the location and relevant costs.
- Other information, such as website links, that allow Clubs Administration to ascertain the price of an item or service.

Quotes that are not generally sufficient include:

- Text and online messages.
- Lists of prices, without evidence of quotes from the list above.
- Receipts for purchases already made.

Clubs Admin may require evidence of how grant funding has been used at any time after its approval to ensure that the funds were appropriately used in accordance with the application and the grant guidelines.

General guidelines:

The following guidelines apply to all applications regardless of category. Grants will **not** ordinarily be granted for the following:

- 1) Retrospective grant applications for purchases or events that have already been made or held before the Committee is able to consider them.
- 2) Uses of funding that are contrary to the AUU's values and policies as outlined in the AUU's Values Statement.
- 3) Uses of funding that are contrary to the Clubs values and policies as outline in the AUU's Clubs Policy.
- 4) Uses of funding that are contrary to the University's policies such as:
 - a) Student Misconduct policy,
 - b) The Alcohol Policy, and,
 - c) The Agreement for the Use of the University of Adelaide's Name and Logo.
- 5) Uses of funding that are not culturally sensitive.
- 6) Uses of funding that promote dangerous use of drugs or alcohol or may otherwise endanger student health and wellbeing.
- 7) Uses of funding that have an associated high or very high level of risk as assessed by risk analysis.
- 8) Costs associated with the ordinary administration of a club.
- 9) Uses of funding towards equipment and resources that are:
 - a) Provided by the AUU or the University, and,
 - b) Accessible to the club.
- 10) Uses of funding that will be received by individual members of a club:
 - a) Without evidence of benefit to the club overall, and,
 - b) Without evidence of open and fair selection process of those individuals.

RE-REGISTERING YOUR CLUB

All clubs need to re-register annually. Without completing re-registration, your club will no longer be listed with Clubs, and lose the benefits that come with registration - such as access to grants, insurance cover, and equipment for booking. Annual re-registration also allows you to make sure you have an up-to-date Adelaide University Licensing Agreement.

Re-registration should happen soon after you hold your Annual General Meeting, which takes place once a year. The AGM lets your members hear back from the committee on the previous twelve months activities, the financial state of the club, and is also the time to elect a committee for the next twelve months.

The process of re-registration requires the online submission of the following documents:

- AGM agenda
- AGM minutes
- Adelaide University License Agreement (Just date & sign the RIGHT HAND side of the agreement)
- List of committee members
- Activity summary
- Financial summary
- A copy of the club constitution if changes have been made.

Applying for full registration

After a year of activity under provisional registration, clubs become fully registered with the Union. Please make note of this change when re-registering for your second year as a club.

IMPORTANT CONTACTS

Clubs Administration

Andrew Watson
Clubs Office, Lady Symon Building
9am – 5pm, Monday to Friday
8313 5760
clubsadmin@auu.org.au

Clubs Activities

Alyssa Mason
8313 2967
alyssa.mason@adelaide.edu.au

Roseworthy Administrator

Tracey Granger
10am – 4pm, Monday – Thursday
Union Office, Next to Tappo's Lounge
8313 1450
auu.roseworthy@adelaide.edu.au

Waite Administrator

Janet Penhall
10am – 4 pm, Monday - Friday
Waite Hub, McLeod Building
8313 7428
waite@auu.org.au

University and Union House Space Bookings

Toni Pihodnya
8313 5151
toni.pihodnya@adelaide.edu.au

Hub Bookings

Hub Central Space Bookings
<https://www.adelaide.edu.au/hub-central/space-bookings/>

BBQ Bookings

University of Adelaide Club
Level 4, Union House
eventsuniclub@adelaide.edu.au

Security (North Terrace)

24hr support on campus
Kenneth Wills Building (between the Hub and North Terrace)
8313 5990
8313 5444 (Emergency only)
<http://www.adelaide.edu.au/infrastructure/on-campus/security/>

FREQUENTLY ASKED QUESTIONS

Clubs or clubs?

Clubs (with a capital) refers to the office, space and staff of the Union, while clubs (with a lowercase) refers to the clubs themselves.

What is the difference between provisional registration and full registration?

A provisionally registered club is a new club that has been active for less than a year. Once the year has passed, the club must submit a report of activities with its application for reregistration. A provisionally registered club may only apply for a maximum of \$800 per year in grant funding, while a fully registered club has a limit of \$1500 per year in grant funding.

Can my club get a locker in the Clubs Space?

Clubs Admin hopes to provide all clubs with locker space for their documents and small equipment. Please contact Clubs Admin to enquire about the availability of locker space.

How should our club receive mail and deliveries?

Each club is provided with a pigeon hole for mail and deliveries in the Clubs Space. Mail can be posted to:

'NAME OF CLUB'
c/o Adelaide University Union
Level 4 Union House
University of Adelaide, 5005

The previous club committee members forgot the password to our club email.

Clubs Administration can reset passwords to club email accounts and add forwarding addresses. Please visit the Clubs Office with evidence of your club committee role to reset the password or add a new address.

One of the club committee members has had to step down. How do we elect a new committee member?

The election of new club committee members must be undertaken at an official club meeting. Once the new committee members have been elected, please provide documentation of this to Clubs Administration.