

CLUB
B&S
SOCIETY
IES

AT MASSEY
WELLINGTON

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CLUBS & SOCIETIES AT MAWSA

MAWSA'S VISION STATEMENT

To be the centre of the student experience at Massey Wellington, and to help cultivate an engaging, vibrant, dynamic and inclusive culture [on our Campus].

Clubs and societies are all about giving you the opportunities to do the things you love, make new friends, find a place to belong, give things a go, and have fun. Clubs create a sense of community on campus, and help make sure you leave here with awesome memories and lasting friendships!

We want to make running a club easy for you by holding workshops for clubs leaders throughout the year, clubs days to help you promote your club, supporting you with all kinds of administration and a bunch of other stuff! We also have lots of contacts within the wider community we can connect you with.

Running a club is a great way to enhance your university experience. The benefits stretch beyond your social life and onto your CV, but we don't want this to be hard work! This book will help you with applying for club grants, fundraising, planning events, learning the roles of the executive, and will tell you about all the resources that are available to you. Read it carefully, don't be afraid to ask questions, and make sure you keep a copy to refer to when you need it.

Please feel free to get in touch if you ever have questions or feel unsure about what you're doing, or drop in to work on clubs projects or just have a chat. The Co-Lab space on Level two of the Student Services Trust Building is your space! It is a space to meet with others, plan projects and hold events. During the day it's available for anyone to turn up and use, and it can be booked out exclusively after 4:30pm for clubs or events.

If there is anything you think we've missed or you think would make clubs and societies at Massey Wellington even better, let us know! We look forward to seeing you around and working with you.

MAWSA
x



STAY CONNECTED WITH THE CLUBS TEAM

ON THE WEB

Check out www.mawsa.org.nz and join the clubs' leaders facebook group – facebook.com/groups/MAWSAclubs

Also make sure you follow MAWSA on social media to stay up to date with everything that's happening.



@mawsa



@mawsacrew



@mawsagram

IMPORTANT PEOPLE TO KNOW

The MAWSA team are based at Campus Co-Lab on Level two of the Student Services Trust Building. You can drop in to chat or do some work whenever you want.

Clubs' Development Coordinator

The Clubs' Development Coordinator is the person you'll hear from and work with most often. They're here to support you setting up and running your club and will be your first port of call for clubs grants, event planning and permits, promoting your club, and any other questions you might have. They also organise events like Clubs' Day and The MAWSA Clubs' and Societies' Awards.

e – clubs@mawsa.org.nz
w – fb.com/clubs.mawsa
p – 04 979 3759

Campus Co-Lab Host

The Host looks after the campus Co-Lab space and helps the MAWSA team keep their lives organised. Come and see them at Reception at Campus Co-Lab if you want to book out one of the Co-Lab meeting spaces, get your posters stamped, book

out any of MAWSA's sound or sports equipment or to make an appointment with one of the team.

e – admin@mawsa.org.nz
p – 04 979 3760

Association Manager

The Association Manager oversees the day to day operations of MAWSA. You can contact the Manager if you have any questions, concerns or feedback about MAWSA's services or if you have an urgent question and the Clubs' Development Coordinator is unavailable.

e – manager@mawsa.org.nz
p – 04 979 3763

Student President & Welfare Vice President

The Student President and Welfare VP are elected by students each year, and want to make MAWSA and Massey Wellington the best they can be for you. If you have any concerns or ideas, your club wants to work alongside MAWSA on a cool project, drop them a line!

e – president@mawsa.org.nz
welfareVP@mawsa.org.nz

KEY DATES

SEMESTER ONE

Grant applications due 5pm on the last week day of January, February, March, April, May and June.

WEEK 1

Clubs' Day

WEEK 3

Leaders Training evening

WEEK 6

Lunchtime Development Workshop

WEEK 8

Leaders' Networking Event

WEEK 9

Lunchtime Development Workshop

SEMESTER TWO

Grant applications due 5pm on the last week day of July, August, September and October.

WEEK 1

Clubs' Day

WEEK 2

Lunchtime Development Workshop

WEEK 5

Lunchtime Development Workshop

WEEK 8

MAWSA Clubs' & Societies' Awards

AFFILIATING TO MAWSA

All clubs that are active on Wellington Campus are required to be affiliated to MAWSA.

An affiliation is an agreement that your club will abide by the MAWSA Constitution and it legally binds your Club with MAWSA, giving you the legal protection of being affiliated to an incorporated society.

Other benefits of affiliating include:

- Access to clubs grants
- Applying for community grants under the MAWSA banner
- Leadership development workshops
- Events and competitions
- Use of the MAWSA storage facility
- Free room bookings
- Free resource hire
- Administrative assistance and advice
- Free banking already set up for you

COOL! HOW CAN WE SIGN UP??

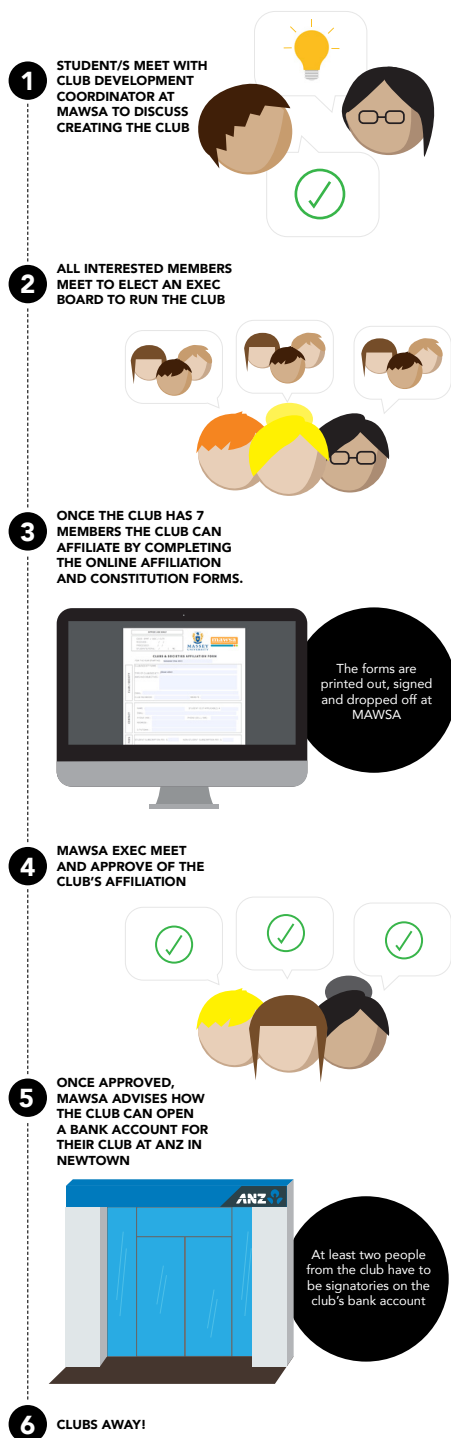
1. Find at least six other students who want to be in your club.
2. Contact the Clubs' Development Coordinator and make an appointment.
3. Talk with the Clubs' Development Coordinator to check if there is another group on campus that already focuses on the hobby, sport, interest or cause that you intend to set up. (You can also check the MAWSA Club Directory or the website to see if a similar group is already affiliated to MAWSA).
4. Meet with the members of your club to elect a committee – the roles are explained a bit further in.
5. Take away and fill in the affiliation form then return this to the Clubs' Development Coordinator
6. From here, expect to wait up to two weeks after the affiliation deadline for the form to go through the affiliation process. All new affiliations are approved by the Student Executive.
7. Once you have had a meeting and submitted the completed affiliation form you can usually operate as an affiliated group on this campus. The Clubs' Development Coordinator will be able to tell you at the affiliation meeting if they see any potential issues with your club becoming affiliated.
8. You are able to start banking with MAWSA through the ANZ Bank in Newtown (discuss this with the Clubs' Development Coordinator).



HOW A CLUB AFFILIATES

Forms found at www.mawsa.org.nz under clubs resources

Contact clubs@mawsa.org.nz for help or more information about club affiliation



THE FINE PRINT

These are the terms and conditions of affiliating your club with MAWSA.

By submitting an affiliation form, you agree to abide by these rules and the Clubs Code of Conduct.

- Each club or society must affiliate annually by submitting a completed affiliation form to the Clubs' Development Coordinator. Clubs and societies can affiliate at any time of the year. Existing clubs and societies must renew their affiliation before 31st March or the club's affiliation shall lapse. Affiliation is subject to approval by the MAWSA Executive, and can be revoked at any time for any reason at the discretion of the executive.
- The affiliation of each club or society will be considered on a case-by-case basis and MAWSA shall have the discretion to waive or place conditions on any club in line with the purposes and values of MAWSA.
- The rules of the affiliated club or society are subject in all respects to the rules of MAWSA.
- At least half of the members of an affiliated club or society must be currently enrolled at Massey University Wellington.
- Each club or society must have a minimum of 7 members who are currently enrolled at Massey University Wellington.
- All clubs and societies must elect an executive committee who will be responsible for the administration of the club or society. At a minimum, this must consist of a President, Secretary and Treasurer. These positions must be held by currently enrolled students at Massey Wellington unless there is a satisfactory reason that this is not possible.
- Membership must be open to all Massey Wellington students although it can be limited to a particular gender or members of a particular faculty, e.g. Women's Basketball club or Vet Students Association.
- The contact details given on the Affiliation form will be used on websites and given out for queries directly relating to your club

or society. The contact person must sign the Affiliation form to acknowledge that they are aware of and agree to this.

- The President, Secretary, and Treasurer must submit their contact details on the Affiliation Form. There is additional space on the form for other committee members' details. These individuals will receive email updates from the Clubs' Development Officer about upcoming events, administration, and general information of benefit to clubs and societies.
- Clubs and societies must keep a membership list including ID numbers and contact details (emails or phone numbers). Each club can choose how to define 'members', but this usually includes any Massey University students, non-Massey University students, committee members, coaches, administrators, community members, staff and alumni who are associated with your club.
- Clubs and societies must conduct their banking and financial management through the MAWSA banking system held with ANZ bank. No club may operate an account at any bank or financial institution outside of this system
- All clubs and societies are required to hold at least one meeting a year (your AGM) which is open to all club members, and at which the President and Treasurer should each present a report on the previous year and members must elect a committee for the following year. This meeting will look different for each club and society – the Clubs' Development Coordinator can advise you on how to run an effective AGM.
- Each club or society must keep a record of any capital assets or equipment which belongs to the club and which is valued at \$15 or more. This should include a description of the asset, storage location, the value of item at time of purchase, and age of the item. This can be difficult if record keeping has not been maintained – please discuss with the Club and Development Coordinator if you have queries about this.
- Where possible, uniforms should be in Massey University colours (navy blue and old gold), and have the University and MAWSA logos printed on them. Logos and colour numbers are available from the Clubs' Development coordinator. Uniforms purchased with grant funds must remain the property of the club, not individuals.
- Affiliated clubs and societies are eligible to apply for grants from Massey University. These grants are considered by the Grants Committee each month of the academic year. The committee has the authority to approve or decline grants at their discretion, and are governed by the Massey University Clubs, Societies and Cultural Groups Grants Policy, which is available online or from the Clubs' Development Coordinator. All clubs and societies who wish to apply for grants are required to charge subscription fees,

or demonstrate how members will contribute to the costs of the club. Fees may be as much or as little as you decide but should reflect the actual and realistic costs associated with your activities.

- Clubs and societies are responsible for the health and safety of individuals attending their events. The Clubs' Development Coordinator will advise you on how to manage risks and prepare strategies that will help keep people safe. Most events will require you to submit a Risk Assessment and Management Strategy. Incidents or injuries should be reported to the Clubs' Development Coordinator or the Association Manager as soon as practically possible.
- The President and Treasurer must each present a report to the club AGM annually. A copy of these reports must be given to the Clubs' Development Coordinator.
- A report must also be submitted to the Clubs' Development Coordinator after a club sends delegates to national conferences, or for any event or equipment purchase funded by a grant.
- A club or society shall be disaffiliated if it is deemed to be acting unconstitutionally, in a way that contravenes these conditions or to be abusing its status as a MAWSA affiliated club. Any club or society that gets heavily into debt may be shut down and its assets seized in order to pay the debt. If MAWSA deems a club or society to have permanently lapsed, the bank account will be closed and its assets forfeited.
- Any special circumstances which arise during the affiliation process will be dealt with on a case-by-case basis by the Clubs' Development Coordinator.
- MAWSA reserves the right to intervene with the management of the club or society if MAWSA feels the club executive is unable to perform their duties or act in the interests of the club. The Clubs' Development Coordinator will try to work with the clubs executive to resolve any issues in the first instance.

CODE OF CONDUCT

CLUB AND SOCIETY EXECUTIVES AND MEMBERS OF CLUBS AGREE TO:

- Treat each other, MAWSA staff, University staff and students with courtesy and respect.
- Compete in a manner of good sportsmanship, regardless of the nature of the competition, when representing MAWSA or the University in any sports fixture.
- Operate within the rules of the sport or activity.
- Not use any form of peer pressure.
- Not be unduly intoxicated at any event or activity where such behaviour could be deemed unacceptable or unprofessional.
- During social events, be aware of their behaviour and the impact on others, particularly members of the local community.
- Not consume alcohol whilst being transported to or from any activity organised under the umbrella of the student group, MAWSA or the University.
- Comply with the financial policies governing the use of clubs and societies funds.
- Report any concerns for the health and safety or welfare of its members

MISCONDUCT

Misconduct by individuals identified as being part of an affiliated club or society could lead to disaffiliation or suspension from being affiliated at the discretion of the Clubs' Development Coordinator and the MAWSA Executive. Poor behaviour is deemed to be any behaviour that could bring MAWSA or Massey University into disrepute.

The following shall constitute misconduct:

- Violent, indecent, disorderly, threatening, abusive or offensive behaviour to any student, employee of MAWSA or the University or any visitor to the University or any member of the local community.
- Abusive, threatening or offensive language (verbal or written - including social media websites) to any student, employee of MAWSA or the University or any visitor to the University or any member of the local community.
- The consumption of any illegal substance while at a club event or representing the club.
- Action likely to cause injury or impair safety on University premises.
- Harassment, including racial or sexual harassment and harassment on the grounds of disability, of any student, employee of MAWSA or the University or any visitor to the University.
- Damage to, or defacement of, MAWSA or University property or the local community caused intentionally or recklessly.

- Misuse or unauthorised use of University premises or items of property (including computer misuse, fire alarms or fire extinguishers).
- Failure to comply with the MAWSA's financial regulations or with any decision on the use of grant funds made by the Grants Committee.
- Failure to comply with the regulations for conduct of elections and meetings.
- Behaviour which could bring MAWSA or the University into disrepute.
- Failure to abide by MAWSA and University policies and procedures.



CONSTITUTIONS

You need a constitution to affiliate to MAWSA. You can write your own, but most clubs use the model provided on the MAWSA website (all you need to do is fill in the gaps). A constitution normally contains specific information and policy regarding membership, aims and objectives of the club, membership fees, banking, committee membership and capital. The constitution is a legally binding document that formalises the conditions and rules of the club, so give careful consideration of what is going into it and don't rush it.

USING YOUR CONSTITUTION

Your constitution is not just a piece of paper. It's the guide lines for what is and isn't acceptable in your club. A well thought out constitution can be a valuable working base and directive for your club. When issues arise, e.g. who may or may not join the club, the constitution is there to help you make decisions and to justify them later on. When you start your club you may be unaware of what sort of thing you may need in there. You can talk to the Clubs' Development Coordinator about this as they have a good idea of what sort of issues clubs face. If issues arise that are not addressed in your constitution you can suggest that it is added at a club meeting.

You have three options:

- Use the sample constitutional form which is on the MAWSA website. This is a good option when a club only requires a general constitution.

- Adopt your clubs national body's constitution. This can be a valuable way of keeping in line with the purpose and functions of the larger organisation. Please talk with the Clubs' Development Coordinator if you wish to do this as it may affect your club complying with certain policies.
- Develop a constitution that is specific to your club. Each club is able to develop a constitution as long as banking is done through MAWSA and any equipment that is purchased by the club's funds remain property of MAWSA if the club were to become dormant. Any constitutions developed by a club must also comply with Massey University, MAWSA and New Zealand legislation.

UPDATING YOUR CONSTITUTION

You can only make changes, additions or alterations to the constitution at a General Meeting of the club. No club constitution can over-rule or conflict with the aims, objectives or provisions of the MAWSA constitution.



HEALTH & SAFETY



As a club you have certain obligations and responsibilities towards the health and safety of your club members when you are planning programmes, events or trips. The purpose of this section is to provide clarity for all clubs and societies about their obligations and responsibilities towards health and safety legislation, policies and procedures.

Massey University and MASWA are both committed to creating a healthy and safe environment for all people, which is free from unnecessary risks of injury or illness. As a part of this commitment, we expect that affiliated clubs will do everything within their power and ability to ensure that their events and trips are well planned and that potential risks are assessed, plans are put in place to minimise these, and that incidents are reported in an appropriate time frame. If you have any queries or specific issues, talk to the Clubs' Development Coordinator as soon as possible

EVENTS & TRIPS

Risk Assessment and Management Strategies ('RAMS') are an essential part of running an event. They cover your butt if anything goes wrong, but more importantly, they get you thinking early on about the possible risks that people may encounter at your event, and how you can minimise these.

A RAMS template is available under Clubs Resources at www.mawsa.org.nz. This document is fairly straightforward – simply work your way through the form, considering the possible risks under each category. The primary areas of risk for clubs will be around intoxication, personal safety (especially in outdoor pursuits or sports),

food safety, and environmental factors (e.g. fire or earthquake). Some parts of the form will not apply to your event, simply put a line through these sections.

The Clubs' Development Coordinator is actually pretty good at writing health and safety plans and if you have a few heads together to brainstorm, they only take about 30 minutes. If you want help writing your H&S plan just get in touch.

HAZARDS

Club and societies must notify people about the hazards they may create during their presence, or as a result of their activities – this includes things like blocking thoroughfares, having traffic in pedestrian areas or hanging decorations over public areas. If your activity is likely to cause any hazards, please speak to the Clubs' Development Coordinator and they will inform the Campus Health and Safety Advisor.

TRAINING AND COMPETENCY

Clubs and societies must ensure all members are competent (or are in training under supervision) in the activity being undertaken and in the basic safety procedures.

SMOKING POLICY

The Wellington Campus is proud to be completely smoke-free. Smoking is not permitted anywhere on campus.

ALCOHOL AND DRUGS

Alcohol must not be bought or consumed at events on campus, except where permission has been granted though the

Campus Registrar's Office (see event planning). Clubs events held off campus must abide by Wellington City Council licencing laws – i.e. the venue must be licenced or a special licence granted by WCC.

Under no circumstances are illegal drugs to be brought onto the university campus or consumed at club events.

ACCIDENT REPORTING

Any accident or near-miss that causes, or has the potential to cause, injury to personnel or damage property must be reported to the Clubs' Development Coordinator, or if they are unavailable the Association Manager, as soon as possible. MAWSA will assist you to inform the campus Health and Safety Advisor and relevant authorities. In the case of a serious injury ensure the victim receives medical treatment and then cordon off the accident site and leave it undisturbed until a WorkSafeNZ inspector has checked the site.

FIRST AID

All clubs must have first aid equipment and an appropriate number of qualified first aiders at events. First Aid kits are available from MAWSA. The Clubs' Development Coordinator is also trained in first aid and can usually be persuaded to come to your event by bribing them with food. For large events, St Johns may be contracted to provide first aid cover. To find out more about enrolling in a First Aid course, talk to the Clubs' Development Coordinator. Note the Campus Security van carries a defibrillator

and may be able to revive the person if they've suffered a sudden cardiac arrest – phone 0800 627 750 for Campus Security.

EVACUATION PROCEDURE

Event organisers must be familiar with the evacuation information for the building or area in which they are located. This means familiarising members with evacuation routes, assembly points, fire extinguishers and alarms. Before your event, you need to find out if fire wardens are required at the event. This will be dependent on group number and venue capacity. During the event, ensure people can exit the area in an emergency by keeping access ways, exit doors, corridors, and foyers clear.

Generally, when an evacuation alarm sounds:

- Leave the building through the nearest exit and move to the assembly point.
- Follow instructions from fire wardens (wearing fluorescent jackets) – if no wardens are present, you should be prepared to act as the warden.
- Keep out of the building until the 'all clear' has officially been given by the chief warden or fire department.

EARTHQUAKE

Drop, cover and hold until the shaking has stopped – do not run outside. After the shaking has stopped, check yourself and others for injuries and assess whether the building has sustained damage. It is usually safer to stay inside rather than evacuate, however you should follow the instructions of the building wardens or Campus Security. Expect aftershocks to follow.

EMERGENCIES

If there's an emergency on campus, you need to dial two numbers:

1. Call 111 and request the police, fire brigade or ambulance
2. Phone Security on 0800 627 750. Security guards are on duty 24 hours a day, 7 days a week.
3. Security guards will meet the emergency services at the entrance and escort them to the location of the emergency.



THE CLUB COMMITTEE

It is expected that a minimum of three committed people make up your club's committee: the President, Secretary, and Treasurer. The committee are elected by members of the club at an Annual General Meeting. This committee takes on the responsibility of organising activities and administering the affairs of the club.

Some clubs end up being run by a committee of one.

This presents problems and often results in burn out for the person in question, and leaves the club with no leadership when they leave. Don't let this happen! If you take only one thing away from this book, make it this:

Involve the entire committee in all meetings, planning & activities!

Some clubs have additional committee members, so consider what other type of executives may be suitable for your club – e.g. promotion, events or fundraising coordinators. Get creative with titles!

Tips:

- If the committee is divided into portfolios it pays to have clear objectives, tasks, and goals, agreed on by the whole committee for each portfolio area. This way the person knows exactly what

is expected of them and they can measure their progress.

- Often committees will have a system where each committee member reports back on their 'progress to date' at each meeting. This keeps people accountable and helps get things done. Be careful that the people reporting back feel supported and don't feel like they are on trial.

PRESIDENT

The President is the person with the responsibility of driving the club. They will provide leadership and oversee the overall workings of the club. They perform most of the management tasks and act as the spokesperson and face of their club.

- Chair club meetings.
- Have a working knowledge of the club constitution and the duties of the other officers.
- Keep in contact with all other organisations involved with the club and keep abreast of any changes which may affect the club.
- Set goals for the club and ensure that the club is progressing towards them.
- Be a signatory on the clubs bank account.
- Be a motivator and mediator for the committee.

VICE PRESIDENT OR CO- PRESIDENT

Some clubs may have a Co- or Vice-President. This person shares the President's role or takes over in their absence. They may be given other special tasks, projects, or responsibilities, depending on the club.

SECRETARY

As the administrative guru, the Secretary is responsible for all communications, keeping accurate written records, including membership lists and the minutes of club meetings.

- Keep a record of discussions and decisions made by committee (usually in the form of a minutes file).
- Make sure everyone is kept in the loop (email newsletters, notice of meetings etc.).
- Keep an eye on the email account and act as the contact person for the club.
- Work with the President to set agendas for meetings, arranging the time and venue.
- Keep an up to date contact list of all club members and other contacts.
- Keep important correspondence on file so it can easily be referred to in the future.

TREASURER

Usually a club will appoint a Treasurer at its AGM to look after the ca\$h. In most cases this person doesn't need to be an accounting genius, all they need is an orderly approach and an efficient system to keep track of things. The Treasurer controls the clubs finances, keeps financial records, and ensures the club stays out of debt.

- Prepare a budget for the year and present it to the IGM (first meeting annually).
- Prepare and submit grant applicants.
- Maintain accurate records of income and expenditure throughout the year.
- Issue receipts and invoices.
- Keep a register of the equipment in the club and record all new purchases and sales.
- Present the financial statements at the AGM and present the books to MAWSA for annual re-affiliation.
- Be a signatory on the clubs bank account.

FINANCES

Q. DO WE NEED TO SET BUDGET?

A. YES!

Setting a budget will give you an overview of the money you have and what you're going to need for the year. This will allow you to plan for fundraising and grant applications. It will allow you to identify areas of high costs which you can target for sponsorship early in the year, e.g. travel, uniforms etc., as well as establishing a guideline for the club's programme for the year based on what money you have or may have access to. It will also help you to evaluate the club's financial management by comparing last year's budget with what actually happened.

CREATING YOUR BUDGET

Your Treasurer and President should sit down and work out a budget for the next 12 months. You can find a budget template under Clubs Resources at www.mawsa.org.nz

If possible look at last year's budget and compare it with the actual income and expenditure for the year. Note any areas that were over or under budget. Consider your plans for the year (and your club's plans for the future) with the rest of your committee and indicate the general areas where you will be spending money. This could include events, promotion, travel, fees to other organisations, savings, or other activities. You will need to take into account the size of your club. Will there be any increase or decrease in the number of members compared with past years that will change

income or expenditure? Will you require extra equipment to cater for an increase in numbers?

Next write down all the income streams you expect to come in: membership fees, grants, fundraising, sponsorship, etc. Finally, allocate the income to expense categories, so you have an idea of how much money you have to work with in each area.

Be as accurate as you can, but keep it simple. Remember a budget is only a guideline. It is often a good idea to include the actual expenditure for the previous year in this year's budget as comparisons. Reassess your budget throughout the year to keep on track of changes between the estimates and actual spending. Some things may cost more than was initially thought and therefore cutbacks may be necessary in other areas.



MEETINGS

Meetings are not the 'what' in a club, but they are the 'how'.

Meeting together regularly helps make things happen. It helps to set the whole semesters meeting dates at the start of semester.

How you run your meetings depends on your purpose. Formal meetings have a set structure and follow rules agreed upon by the committee as expressed in the club's constitution. They're controlled by the Chairperson and recorded as minutes by the Secretary. These meetings are where official reports get presented, specific topics get discussed and decisions are made. There is usually a minimum number of people who must be present (a quorum) for a meeting to count. This will be specified in your constitution.

Committee meetings can adopt whatever meeting style is appropriate to them at the time. Formal meeting styles aren't always necessary. You can facilitate open, creative discussions and 'brainstorm' sessions, based on an open agenda and just record the major outcomes as notes. Be aware that there can be personal and cultural differences in protocol and procedures.

INFORMAL MEETINGS

1. Good for planning and problem solving.
2. Emphasis is placed on open discussions and participation of all individuals.
3. Informal meetings may appoint a 'facilitator' instead of a chairperson
4. The facilitator should keep the meeting flowing and ensure everyone gets a chance to be heard.
5. An agenda may be developed at the start of the meeting from the suggestions of those present.
6. Minutes or notes should still be kept, especially of major outcomes and action points.

FORMAL MEETINGS

- Hold formal meetings if decisions need to be made.
- Annual General Meetings and Special General Meetings are formal meetings open to all members
- The President or a delegate of the president chairs the meeting
- The agenda for the meeting should be sent out in advance and followed at the meeting
- Record the date, time, and names of members present in the minutes
- Decisions are made by a member presenting a motion, another person seconding it, and then casting a vote - usually a show of hands.
- Record who made the motion, who seconded it, and whether it was passed ("carried") or not.
- Also record action points, and the people responsible for them so you can follow up at the next meeting.

There are two meetings you'll usually have each year, one at the beginning, and one at the end:

INAUGURAL GENERAL MEETING (IGM)

The IGM is a one-off meeting held at the beginning of the year (or soon after the club starts up) to set the rules for the club (Constitution) and plan what the club intends to do for the year.

IGM's are not compulsory, but are a good idea, as first year students should always be given a chance to get experience in club management. Training up new members will also ensure that there will always be someone to take the helm when the other Executive members graduate and move on.

ANNUAL GENERAL MEETING (AGM)

As the name suggests, the AGM is an annual meeting for all members of the club. This meeting is mandatory. It is where the Executive Committee, who will be the group's representatives and decision makers, is democratically elected. It is also an opportunity for members of the club to keep a check on the decisions made on their behalf, and the management of the club's finances and assets.

An AGM should be held formally, whether your club usually holds formal or informal meetings. Your AGM should be in the second semester to allow incoming and outgoing committees to exchange information, so that the club can start the next year with a clear direction and established leadership. Hold your AGM right before your end of year break-up, or last club event for the year. It shouldn't take

too long, and you are likely to get a higher turnout of club members to vote.

Several things must take place at an AGM:

- Election of officers (President, Secretary, Treasurer etc.) and general committee members for the following year. It is important to include first years in your committee, even as trainees or assistants, so they can continue the club when you eventually leave Massey.
- Presentation of the annual report of the years activities by the President
- Presentation of the annual accounts by the Treasurer. Copies of these two reports must be given to the Clubs' Development Coordinator after the meeting.
- Amendments to any rules, of the club (check out your constitution carefully for guidelines on how to do this).
- Setting of the next year's membership fees.
- After your AGM, send details of your new exec team to the Clubs' Development Coordinator.

CHAIRING A MEETING

The Chair's role is to lead the proceedings of the meeting without dominating. They need to be both firm and fair, and maintain control without stifling valid concerns.

Tips for being a good Chairperson:

- Be a good listener. Be impartial. Listen to all points of view. The Chairperson should maintain neutrality at all times.
- Be prepared to start discussions.
- Make sure everyone gets the right to express their opinion without interruption or background private conversations. If necessary, adopt a speaking order so that everyone gets a chance to have his or her say.
- Diplomatically discourage irrelevant contributions. These only waste time and confuse the real issues.
- Keep the meetings moving and on track.
- When the meeting 'feels' ready to make a decision, sum up the discussions (you may have to take notes throughout the discussion to do this).
- Clarify important conversation outcomes.

KEEPING MINUTES

Minutes are the written record of the club's meetings. They are usually recorded by the Secretary and should include:

- The groups name, meeting place, and time opened.
- Who was present, who arrived late or left early (and at what time), and apologies.
- All resolutions, motions or amendments (including those not carried).
- Details on matters of importance to the club, its members and finances. This includes a brief record of any relevant discussions for those not present and action points to follow up on later.
- Date set for the next meeting.
- Time the meeting closed.

The minutes should be emailed to the committee members as soon as possible after the meeting.

The Secretary should ensure that the Minutes Book/folder/file is stored in a safe place as it's usually the main record for the club. The Minute Book can be stored with the Clubs' Development Coordinator over summer, or better yet, kept in your Office365 Online account.

EXAMPLE MINUTES:

MAWSA Appreciation Club Executive Meeting

13 January, 2017
1.30pm

Present: Tamati (Chair), Jack, Jane, Ana, Suzy

Apologies: Sam

Adenda items

Motion: That the MAWSA Appreciation Club Executive approve the expenditure of \$10,000 to erect a statue of the Clubs' Development Coordinator as soon as possible.

Moved: Jack

Seconded: Ana

PASSED

Action Points: Jane to investigate possible sculptures; Suzy to procure enough gold to make the statue.

Although it is probably not necessary for your club to follow all of the rules and regulations of a formal meeting, it is useful to be familiar with correct meeting procedure especially if you are attending other organisation's meetings.

STRATEGIC PLANNING

We want to build clubs that stand the test of time, and make a difference in the lives of not just current students, but future students too. If you want your club or society to still be here in 5 or 10 years' time, you need to think long-term! Here are a few tips to get you thinking about how to achieve big goals:

WRITE A MISSION OR VISION STATEMENT!

People head in the direction they're facing, so if you want to do something great, you need to be clear on what you're aiming for. Together with your committee and club members, brainstorm what your club exists for. Try to whittle it down to a paragraph or less that concisely states your aims and objectives. Keep looking back to this when planning your activities and check that they line up.

OUR VISION / MISSION IS TO:

OUR GOALS FOR THIS YEAR:

SET GOALS EVERY YEAR

Look back at your vision/mission statements, and identify specific goals that will help you to achieve these - what events should you hold? How many members do you need? How much money do you need to raise?

CREATE AN ACTION PLAN

Building on your goals, identify what you will do to make it happen, who will take responsibility for each action, and when it needs to be done by.

As you go on, it's worth taking a moment to evaluate how you're doing. We suggest doing this a couple of times a year.

It might be useful to do a 'SWOT' assessment to help you see what areas need work, and what strengths you should play to. You can use the chart over the page.



STRENGTHS

What things does our club do well?
What are we traditionally really good at?
What assets or experience do we have that will help us?

WEAKNESSES

What do we struggle with currently?
What areas have we got no experience in?

OPPORTUNITIES

What opportunities exist for us to move forward or go bigger in the future?

THREATS

What stands in the way of us moving forward?
What challenges or circumstances could cause us to fail?



HANDOVER



One of the biggest challenges facing university clubs is the high annual turnover of members. This can mean a hugely successful club one year can cease to exist the next if the whole committee leave university and no one is trained or willing to take their place. A handover is when committee members train the incoming committee on clubs procedures, committee roles, key contacts, and any general information that would benefit the incoming committee and ensure a smooth transition for the following year. By completing the handover process properly, no knowledge is lost when committee members leave, initiatives can be built on, and the club can improve each year.

HANDOVER TIPS

- Get younger members involved ASAP. It is today's first years who will go on to continue your legacy in the years to come - but only if you train them well!
- Elect next years' Executive at the club AGM (usually September or October).
- Use the IGM to bring new club members onto the Executive (usually in roles like Publicity or Events Coordinator).
- Make sure the new Execs attend some club meetings to learn the procedure.
- Ensure that all relevant documentation is handed over to the new Exec team.
- Get your lecturers and the Clubs' Development Coordinator involved,

they usually stick around a bit longer than you, and are generally really happy to help out.

- Make sure all stakeholders are notified of the changes in the club contact people!

HANDOVER CHECKLIST

- ☐ Informed the Clubs' Development Coordinator of the new contact people for the club
- ☐ Explained your role to the new committee members
- ☐ Handed over any relevant paper work or computer files
- ☐ Updated contact and volunteer lists
- ☐ Changed signatories with the bank
- ☐ Emailed club members to inform them of the new committee member's names and email contacts
- ☐ Make sure they know where equipment is kept and it is all returned.
- ☐ Provided receipts and reports of any MAWSA Grants to the Clubs' Development Coordinator

Don't forget, the Clubs' Development Coordinator is your BBF! They are here to help you and ensure the success of your club.

RESOURCES & FACILITIES



We've set up a bunch of systems and resources to make life easier for you. We really encourage you to use these, as they were created for you! Have a read through, and come back to this section when you're planning events or get a bit stuck!

EMAIL & OFFICE365

All clubs will have a MAWSA email address and should check it regularly. Club email addresses are set up through MAWSA and are a generic MAWSA address e.g. coolkids@mawsa.org.nz.

All correspondence should go through this email, but we can redirect it to the personal email of two or three club committee members to ensure emails are not missed if you prefer.

You can log in to your emails at www.portal.office.com, where you will also have access to Microsoft Office online and other software – we suggest you use this to store files like your membership list or sponsors, as access to the account can be passed on from year to year.

If you forget your password or need to change the automatic forwarding, get in touch with the Clubs' Development Coordinator, and we can sort it out for you.

MAIL

It is a good idea for all clubs to have mail sent care of MAWSA as this ensures continuity of the clubs postal address. The Clubs' Development Coordinator will email you whenever you receive mail and you can pick it up from MAWSA.

Letters

Club name, c/-MAWSA
Massey University Wellington
Po Box 756
Wellington

Courier Parcels

Club name, c/- MAWSA
Mail Room, Massey University
Wellington
63 Wallace Street
Mt. Cook, 6021

BANKING

We have set up a number of accounts with ANZ in Newtown under the name of MAWSA (we're a charity, so no banking fees!). The Clubs' Development Coordinator and Association Manager are signatories on these accounts, alongside two or three of your committee members. This enables the Clubs' Development Coordinator to make sure that signatories are changed over each year, even if former committee members are no longer in Wellington. It also makes it easy for us to transfer grants into your account and generally keep an eye on things for you.

In order to ensure financial dealings are carried out legitimately, two people must sign to withdraw money in person. The Clubs' Development Coordinator has

access to online banking for the clubs accounts, so can print out bank statements for you or check your balance; however we can't transfer money to external organisations or pay bills online for you. To set up an account or change over signatories on the account, come in and see the Clubs' Development Coordinator. Who will assign an account number to you and give you the necessary paper work.

ROOMS & VENUES

There are a wide range of rooms and spaces available on campus for you to use for your club meetings and events for free. There's something suitable for most types of gatherings – and if they don't have a room suitable for what you need the Clubs' Development Coordinator can help you find one in the city.

You can make ongoing bookings for regular meetings, but you will need to do this as early on in the year as possible to make sure you get the times you want. You will need to rebook at the start of each semester. Academic bookings will always take priority over club bookings.

The most commonly used spaces for clubs events are listed to the right. Contact the Clubs' Development Coordinator, who can put you in touch with the right department or book them for you.

ROOM/SPACE	CAPACITY
Campus Co-Lab (Bookable after 4:30pm only)	40
Kikorangi Room (Formerly MAWSA Conference Room)	14
Flax and Fern Rooms	150-300
The Lounge (Bookable after 4pm only)	60
CoCA Concourse (Between Block 12, 1 & 2)	150
The Pyramid	150
Tussock Café (Available by arrangement with Catering Manager)	200-300
Te Ara Hihiko, Level C	180
The Pit	126
Theatrette 10A02	200
The Tea Gardens	200

THE GYM

For sports or fitness clubs, we encourage you to make use of the Massey Gym. Membership fees are cheap as chips, the staff are awesome, and the facility is there for you! Any questions, get in touch with Kane (k.carter@massey.ac.nz).

EVENTS AND SPORTS EQUIPMENT

MAWSA have the following resources available for your club to borrow.

- First aid kits
- BBQ and utensils
- Staging
- Microphones, PA and sound equipment
- Guitar and keyboard amplifiers
- Table tennis table, bats and balls
- Table Cloths
- Go Pro Camera
- Projector and Screen
- Freestanding whiteboard
- Chalkboards / Event signage
- Decorations, e.g. fake plants, flags and Xmas decorations
- Costumes
- Sports balls and team uniforms for most sports

Some items may require a bond to be paid, usually \$25-\$50, which will be returned when the equipment comes back. Contact the Clubs' Development Coordinator or Co-Lab Host to book equipment. If you need other equipment please contact Clubs' Development Coordinator as we may be able to arrange access to other equipment for you.



PROMOTING YOUR CLUB

Publicising your club's activities and events is the best way to get noticed and attract new members, getting new members is the only way to make your club sustainable! Good PR improves your image and helps to raise the club's profile around campus. We encourage each club to create a video or slide show of photos to add to the MAWSA TV Screens at Campus Co-Lab, in the Lounge and outside the Library. You can also share these on social media. If you have any questions or need help making a short film for your club, please contact your Clubs' Development Coordinator or visit the MAWSA Office.

IN ALL YOUR PROMOTION, MAKE SURE YOU INCLUDE THIS KEY INFORMATION:

- What do you do?
- When and where you meet/train/play?
- How much are fees and when do they need to be paid?
- Who should people contact, and how?

CLUBS' DAY

Held at the start of each semester, these feature as many clubs as possible and have a carnival atmosphere. Clubs' Day is the most important event for clubs to attract new members. The idea is to show everyone, especially first years, what clubs are out there. However you want to promote your club on Clubs' Day is entirely up to you (within reason), but usually stalls consist of posters, banners, fliers etc. but don't stop there, get creative!

SOCIAL MEDIA

Make sure your club is active on Social Media – Facebook is usually the first port of call for people looking for clubs. Make a page, and keep it active. Share videos and photos of your club, and we'll share them on the MAWSA pages too.

MAWSA WEBSITE

We have a list of all active clubs on our website www.mawsa.org.nz. Send a blurb and photo through to the Clubs' Development Coordinator and we'll get them online for you.

TV SCREENS

MAWSA has TV screens outside the library, in The Lounge, and at Campus Co-Lab, which exist just to promote clubs! Put together a few pics that best represent your club, or better yet a short film, send it to the Clubs' Development Coordinator, and we'll advertise your club there – totally free of course! You can put images up on the screen in The Pyramid by tweeting with #PyramidScreen

SET UP A STALL OR HAVE AN EVENT

The Pyramid, Tussock Lawn or the COCA concourse are all great places to hold any kind of event or function. Your club can run food stalls to fundraise or set up displays for passers-by to look at. You will need to ask the Clubs’ Development Coordinator to book the spaces so your event won’t clash with something else going on and so that Massey’s Facilities Management are aware of what’s going on.

BBQ

There’s no better way to get a crowd than to hand out free food! If you’ve got an event coming up or you just want to advertise your club, why not book the MAWSA BBQ, and hand out flyers to the swarms of students you attract? You’d be surprised how cheap this can be and you can apply for a grant for it!

MASSIVE MAGAZINE

Massive Magazine is our very own award winning student magazine. It can be a great way to get information about your club out there into the big wide world of Massey Students. To advertise your events, or get a story written about your club, contact editor@massivemagazine.org.nz. Alternatively, if you fancy yourself a bit of a writer and would like to submit your own story just fire it through to the editor.

TASTER SESSIONS

If your club is activities based, you may want to hold introductory, have-a-go sessions to encourage people to try it out, and join your club. Check with the Clubs’ Development Coordinator first, there may be an opportunity to incorporate it into the Orientation programme or another event.

NOTICEBOARDS

MAWSA has nearly 30 noticeboards located all around campus – you can put as many A4 or A3 posters up as you want, as long as you get them stamped at MAWSA reception first! The Clubs’ Development Coordinator can print for you, or you can include professional printing in your grant applications.

MAWSA’S
NOTICEBOARDS

STUDENT SERVICES BUILDING	GROUND	Outside library
	LEVEL 1	Outside The Lounge & Flax and Fern
	LEVEL 2	Outside Campus Co-lab
BLOCK 2	LEVEL D	West stairwell
		East stairwell, opposite lift
BLOCK 4	LEVEL B	Opposite 4B06
		Next to 4C09, 15 & 17a
BLOCK 5	LEVEL D	Next to 5D12
BLOCK 7	LEVEL C	Next to 7C22 & 09
	LEVEL D	Opposite 7D22
BLOCK 10	LEVEL A	Inside east entrance
		Inside west entrance
BLOCK 11	LEVEL A	Opposite 11A25
	LEVEL B	Next to 11B03
BLOCK 12	LEVEL B	Inside level B main entrance
	LEVEL C	Left of level C main entrance
	LEVEL D	Next to 12D03
	LEVEL E	Next to 12E03

EVENT PLANNING

Planning events is likely to be the biggest part of your role, and could be the most stressful – but don't freak out! Great events are what make clubs awesome, and we're here to help.

THINGS TO CONSIDER

- Budget
- **Income (ticket sales, sponsorship, fundraising, grants...)**
- **Expenditure (venue, food & drink, staff, decorations...)**
- Promotion plan
- Venue (on or off campus?)
- Equipment (e.g. sound & lighting, furniture)
- Catering
- Health & Safety
- Entertainment (e.g. guest speakers, performers)
- Photographer (important for future promotion and your social media)
- Runsheet or plan for the event

Splitting up the duties and sharing the load will make everyone's lives easier. If you need pointers about where to start with any of this, get in touch with the Clubs' Development Coordinator.

ON CAMPUS EVENTS

Room bookings on campus are free if you go through the Clubs' Development Coordinator, and there are a wide variety of venues to choose from (see page 38). However, student events on campus have a strict procedure and must be signed off by the University's management.

1. Submit an Event Concept Form (www.mawsa.org.nz/event/event-concept-form)

This will be sent to the Massey Student Life Coordinator and Clubs' Development Coordinator, who will let you know when your event has been given the green light.

- **Type 1 Events** can be signed off by the Student Life Coordinator (small events using a single venue, e.g. BBQs, bake sales, quizzes)
- **Type 2 Events** can be signed off by the Student Life Services Manager (events involving more than one department, or staff and equipment resources are e.g. food fairs, food trucks, etc.)
- **Type 3 Events** must be signed off by the Campus Registrar (any event which includes alcohol, runs past 9pm or is on campus on the weekend or a public holiday)
- **Type 3 Events** (alcohol or afterhours)
 - Submit form 1 month before event if less than 100 people
 - 2 months before 100-300 people
 - 3 months before if over 300 people.



Tussock hold an on-licence for all venues on campus. Duty Managers cost \$25/hr (excl. GST) for a minimum of 4 hours. Some events will also require security guards at a similar cost. Both can be arranged through the Clubs' Development Coordinator.

If an alcohol event is using an external Duty Manager (i.e. not from Tussock), a liquor licence must be obtained from Wellington City Council. Allow at least 3.5 months for this.

2. Fill out an Alcohol Permit Request form

This will be given to you when your concept is approved and must be fully complete by the event organiser and returned to the Campus Registrar, who will sign it before your event. Include the type of alcohol available and the quantity, as well as the type and amount of food available.

Note that chips and dip or similar light snacks will not be sufficient. Water must also be made easily available at your event. The Clubs' Development Coordinator will work through this form with you.

3. Book rooms and resources (such as equipment, furniture, security, etc) The Clubs' Development Coordinator can do this for you.

4. Health & Safety Documentation

Most events will require you to prepare and submit a Risk Assessment and Management Strategy (RAMS) – a template is available on the MAWSA website. Page 21 for more information.

5. Submit your plans and documentation (including run sheets, promotional materials, RAMS, and the above forms) at www.mawsa.org.nz/event/event-planning-form.

MONEY MONEY MONEY

**Here's some life advice:
Nothing happens
without money, and
money only comes from
a bit of hard work.**

FUNDRAISING

Fundraising is the best way to rake in the money, and often gives you an opportunity to hang out with your club and build great relationships. There are hundreds of ways to go about it – most people stick with the classics: like sausage sizzles, raffles, bake sales or carwashes, but you might want to do something a little more unique! Check out these websites for ideas, or ask uncle Google.

- www.fundraisingdirectory.co.nz
- www.sportnz.org.nz
- www.communityconnect.co.nz
- www.sportwellington.org.nz

SPONSORSHIP

Many businesses are keen to support community groups, either with monetary support for events, or with products that you can use for the club or sell to raise money. Brainstorm businesses that have some kind of link to what your club is about and write them an email. You'll need to email a whole bunch, but just remember you only need one to say yes. The worst thing that can happen is that they say 'no'. Just ask!

GRANTS

There are a number of grants available to clubs through various charities and national organisations – this includes things like the Pub Charity or National Bodies for sporting codes. It's usually best to apply for these under the name of MAWSA, as we are an incorporated society. Chat to the Clubs' Development Coordinator about this.

CLUBS, SOCIETIES & CULTURAL GROUPS GRANTS

Affiliated clubs and societies are eligible to apply for clubs grants, which are funded through the Student Levy, which you pay when you enrol at uni. Grant rounds run monthly, from January 31st to October 31st and your application must be in before this date each month. **No late applications will be accepted.**

Grant applications are presented by the Clubs' Development Coordinator to a committee consisting of the following people:

- MAWSA Student President
- Massey Student Life Coordinator
- MAWSA Association Manager
- Massey Recreation Manager
- MAWSA Clubs' Development Coordinator
- Student Life Services Manager (on behalf of the Campus Registrar)

You may present your application at the Clubs' Development Coordinator meeting if you wish. If you would like to do this please let the Clubs' Development Coordinator know so they can allow time for this.

The committee will review applications and divide up the available funds – usually around \$2,000 each round. The full Clubs' Grants Policy is available under Clubs Resources at www.mawsa.org.nz, but in general, the committee will give preference to clubs where most members have paid their fees, and/or the club has made a reasonable attempt at fundraising already,

clubs who have been active on campus already; or clubs who have attended workshops. The amount you're eligible for depends on what the grant will be used for, and how many members your club has. Grants will never be approved retrospectively (after you have already had the event).

CSCG GRANT CATEGORIES:

Start-up: Grants may be awarded up to 100% of quoted costs for essential equipment or club launch costs.

General: Grants may be awarded up to 70% of costs quoted in their application. This is the usual grant stream and covers most activities a group wants to do.

Special Project: In special circumstances, grants may be awarded up to 100% of quoted costs for projects which will benefit a large number of students (club should have a plan to cover costs if 100% not granted)

Food: A grant may be awarded up to 60% of quoted costs for food, provided it is in direct support of an event.

Health & Safety: Grants may be approved up to 100% of quoted costs for items that have a clear link to improving the health and safety of club members or minimising the risk of incident.

CLUBS' DEVELOPMENT GRANTS

Clubs will receive monetary rewards for attendance at Clubs Development Workshops. This will usually be \$50 for the major workshop in semester one, and \$50 for attendance at at-least 75% of the lunchtime workshops.

CSCG GRANT LIMIT:

- > **10 people** Up to \$1000
- > **50 people** Up to \$1500
- > **100 people** Up to \$2000
- > **150 people** Up to \$2500
- > **200 people** Up to \$3000
- > **250 people** Up to \$3500
- > **300 people** Up to \$4000

SUBMITTING YOUR APPLICATION

Applying for a grant is easy as. Just fill in the gaps on the online form (under Clubs Resources at www.mawsa.org.nz), we've even written most of the cover letter for you!

Grants should include 2 different quotes for all of your purchases, and a breakdown of how you expect to make up the difference between the grant and the actual costs of the event. Do not inflate the costs in the hope you will get more money... the committee have been around longer than you and can smell a trick a mile away.

Speak to the Clubs' Development Coordinator as soon as possible if you don't think you'll be able to get these, as occasional exceptions can be made.

You should also include the event report from your last grant, a well-considered event budget, RAMS, and copies of advertising material for the event.

If it's your first application, it's usually a good idea to sit down with the Clubs' Development Coordinator to go through it together.

EVENT REPORTS

Every club must present a short post-event report, including photos suitable for the MAWSA and MASSIVE websites. Unspent funds must be returned to the Clubs Development Coordinator. Clubs who do not present a report and all receipts will not be eligible for further funding.

Reports can be submitted at www.mawsa.org.nz, and should include:

What the grant was spent on

- How many people attended
- How the grant and the event helped to achieve the clubs objectives
- Anything else of interest to the student body or the clubs grants committee
- Receipts for all purchases

EQUIPMENT

All property bought with clubs' grants remain property of the University and must be accounted for at the end of the year and stored on campus over the summer break. Any club that dissolves must hand back all equipment.

UNIFORMS

Uniforms, including one-offs will only be funded if they are essential playing uniforms for your sport or activity, cultural costumes for performances, and must have a life expectancy of more than one year. Uniforms remain the property of the club, not the individual, and must be kept at the MAWSA storage facility.

THE PROCESS OF A CLUBS GRANT

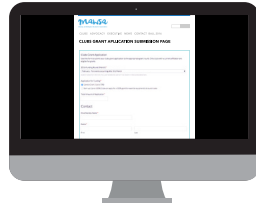
Forms found at www.mawsa.org.nz under Clubs forms and documents

Clubs can apply for grants once they have 10+ members (inc. the club's exec)

Grant applications close on the final working day of each grant month (February, March, April, May, June, July, August, September, and October)

Contact clubs@mawsa.org.nz for help or more information about club grants

1 CLUB COMPLETES THE ONLINE GRANT APPLICATION FORM



ATTACHED TO FORM

1. Two quotes
2. Previous Event report (inc. Photos and receipts)
3. Risk assessment for events or expedition

2 MAWSA CHECKS THE INFO PROVIDED IS FILLED IN CORRECTLY AND RELEVANT DOCS ARE SUPPLIED



Before MAWSA passes the grant on they may ask for more information from the Club

3 THE GRANTS COMMITTEE MEET & DISCUSS THE CLUB'S APPLICATION IN THE FIRST WEEK OF EACH MONTH DURING THE ACADEMIC YEAR

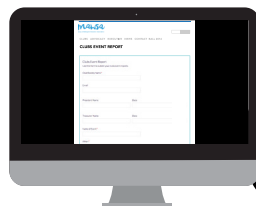


The club might be asked to provide further information or evidence to get their grant approved

4 IF GRANT IS APPROVED, CONDITIONS MAY BE SET AND APPROVED SUM IS PAID INTO CLUB'S BANK ACCOUNT OR MAWSA PURCHASES ITEMS FOR THE CLUB



5 AFTER THE EVENT OR PROJECT THE CLUB COMPLETES AN ONLINE EVENT REPORT FORM



ATTACHED WITH PHOTOS AND RECEIPTS



