



2011 CLUB REGISTRATION APPLICATION PACK

The purpose of this registration application pack is to provide Griffith University students with the necessary information and forms to apply for Club Registration through Campus Life.

DUE: 12pm, Friday 18 March

Club Name:

Club Representative Name:

Club Representative Signature:

Date:

____/____/____

1. Benefits of being a Registered Club

There are a range of benefits available to registered clubs of Griffith University, including:

1. Insurance Coverage: activities and events conducted by registered clubs are covered by Griffith University's insurance policy therefore clubs are not required to purchase their own Public Liability Insurance (NB: there may be some exceptions);
2. Financial Assistance: subsidy for club expenditure (for eligible clubs for approved items);
3. Committee Training: free training sessions and resources are provided to appropriate club committee members in a variety of areas including:
 - Committee Roles and Skills
 - Treasurer Training
 - Succession Planning
 - Club Funding Information
 - Fundraising and Sponsorship
 - Event Management
 - Food Safety
4. Griffith University Name: only registered clubs are entitled to use "Griffith University" in their club name;
5. Griffith University Logo: only registered clubs are entitled to use the Griffith University logo. NB: you must contact Campus Life when planning to use the logo as conditions apply;
6. Club Administration: assistance and advice (eg. meeting procedures, bookkeeping) on how to run a club;
7. Event Management: assistance and advice with event and activities management;
8. Recreation Facility Usage: subsidised facility hire for eligible clubs using Griffith University recreational facilities;
9. Room Bookings: access to free and/or subsidised on-campus room bookings (for meetings, events, etc.);
10. University Services: access to University facilities and services (Uniprint, Cinema, A.V).

2. Obligations of a Registered Club

Registered clubs and societies have a degree of responsibility in order for the administration and management of the club to be successful.

All registered clubs are required to fulfil a number of obligations. These include:

1. Attend Club Sign-On Days which are held once per semester.
2. Committee members to attend all training sessions as appropriate for their role within the club;
3. Have an approved constitution to govern the club's activities and administration;
4. Keep complete and accurate financial records (eg spreadsheets for cheques written, deposits, reconciliation) and provide these to Campus Life upon request each year;
5. Hold regular club meetings (at least twice a semester);
6. Provide a copy of club meeting minutes (specifically the AGM) to Campus Life;
7. Submit various club details to Campus Life (each year), by the specified date. These details include:
 - the current club executive committee contact details;
 - current members list;
 - minutes of the AGM;
 - constitution (Campus Life must always have a copy of the current constitution);
 - inventory of club equipment (if applicable);
 - application for funding (if applicable).
8. Contribute to the Clubs and What's On websites. This includes information updates on any club activities and achievements. Articles, photos and up-coming events are expected from each club on a regular basis and any newsletters and brochures sent out by the club must also be sent to the Campus Life office;
9. Collect club mail from the Griffith Sport office on a regular basis (at least fortnightly).

3. Type of Club

Please indicate the category of your club:

- | | |
|--|---|
| <input type="checkbox"/> Competitive Sporting Club | <input type="checkbox"/> Social / Non Competitive Sporting Club |
| <input type="checkbox"/> Special Interest | <input type="checkbox"/> Cultural Club |
| <input type="checkbox"/> Educational / Professional Club | <input type="checkbox"/> Political Club |
| <input type="checkbox"/> Religious Club | |

NB: Competitive sporting clubs must be entered into a competition affiliated with the local / state sporting body

4. Aim / Purpose / Mission Statement of the Club

NB: No more than 100 words (can be in point form)

(Please write clearly)

NB The above information will be used to advertise your club on the Clubs website.

5. Club Activities

What are the regular activities (and / or competitions) of the club? Be sure to include regular training / meeting days and times.

6. Club Calendar of Events - 2011

Clubs are encouraged to run an activity (or join in a Campus Life run event) each month where possible. Information about Campus Life events can be found at www.griffith.edu.au/whats-on

Month	Date	Event	Location
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

7. Club Contacts List

Club email addresses must be specific to the club and not an individual's email address. For example the following is appropriate: griffithdanceclub@hotmail.com

Individual's names and phone numbers will not be used to advertise the club.

<p>CLUB NAME: _____</p> <p>Club Email: _____</p> <p>Website: _____</p>

COMMITTEE DETAILS

PRESIDENT

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

VICE PRESIDENT

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

SECRETARY

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

TREASURER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

COMMITTEE MEMBER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

COMMITTEE MEMBER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

COMMITTEE MEMBER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

COMMITTEE MEMBER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

COMMITTEE MEMBER

Name: _____

Address: _____ P/Code: _____

Phone: (h) _____ (m) _____

Email: _____

Student Number: _____ Faculty/School _____

8. Club Membership List

CLUB NAME: _____

tick applicable

Name	Student Number	tick applicable				Signature	Receipt Number	Date Paid
		Student	Staff	Alumni	Public			

MEDIA RELEASE: By signing this I hereby unconditionally assign to the Griffith University and [club name] all right, title and interest I may have in any and all audio, audio visual and/or photographic recording of me in any events and grant to Griffith University and [club name] permission to use, display, license, sell and publish or otherwise deal with the audio, audio visual and/or photographic recording of me, including for the purpose of advertising, promotion or otherwise. I further agree that any such recording(s) will remain the property of Griffith University. **This Release extends to and includes all activities conducted by, or organised by Campus Life, including but not limited to events, market days and club sign-on days**

9. Club Equipment List

Item	Age	Value	Condition

10. Club Constitution

Has a current club constitution been submitted to Campus Life?

Yes

No

Date: _____

NB: A template of the club's constitution is available from the clubs website

11. AGM

Has a copy of meeting minutes from the Annual General Meeting been submitted to Campus Life?

Yes

No

Date: _____

NB: It is compulsory to provide the AGM minutes

12. Incorporation

If your club is incorporated has a copy of the club's Incorporation certificate been submitted to Campus Life?

Yes

No

Date: _____

13. Other Useful Information

The following documents and templates are available from the clubs website (resources) or Clubs Coordinator:

- Club Constitution template
- Calendar of Events template
- Contact List template
- Membership list template
- Equipment list template
- Club Funding Information Guide
- Club Funding Application
- Information about How to Manage Club Finances
- GST information
- Sample of Meeting Minutes
- Information about Committee Roles
- Information about Sponsorship
- Information about Incorporation
- Food Stall Application
- Application to Bring, Keep or Consume Liquor on Site

Additional documents and templates will be added to the clubs website on a regular basis

14. Contact Information

Clubs Coordinator

Phone: (07) 3735 3931

Email: clubs@griffith.edu.au

Website: www.griffith.edu.au/clubs

Office Details

Location: Building N23 (Facilities Management)

Room 0.04

Nathan campus

Hours: Monday – Friday

9:00am – 2:45pm

Meetings: By appointment only, please contact the Clubs Coordinator at least 3 days prior to arrange a meeting time.

Drop Off / Collection Point

The location for submitting all applications and collection of club mail etc is

Location: Griffith Sport office (also Fitness485 reception)
Building N11 (The Hub)
Level 1
Nathan campus