

# Guide to running a UC Life! Club or Society



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# UC LIFE! AFFILIATION

## COMPLETING AFFILIATION

Following the 6-month trial period each club must complete affiliation at the beginning of each semester. Affiliation is the formal process of becoming a registered UC Life! club. It includes a questionnaire about your club and its activities. Questions and information requested may include:

- Club details e.g. email, website, logo, description
- Committee contact list (make sure you use the template available on the [‘Manage Your Club’ page](#))
- Club constitution
- SWOT analysis
- Strategic plan
- Membership list (must include name, email, phone number, student ID)
- Details of events held
- Sponsorship arrangements
- Information on marketing strategies (e.g. newsletters sent, Facebook posts)
- Which Market Days you attended

The link to complete affiliation will be sent to the committee members of each club with details on how to complete it and the due date. Completing affiliation before the due date is very important, as it is how you officially register as a club and it affects how much funding your club is entitled to for the semester.

## TIERED FUNDING SYSTEM

When completing affiliation most questions come with a specified amount of points for each answer. In general terms, the more active and well run your club is the more points you will get. Points are tallied up and your club is classified in one of the following tiers:

- Gold
- Silver
- Bronze
- Green

Each tier is allocated different levels of funding for that semester, Gold being the highest. When you receive your results you will also be provided with information on how to claim your funding, you can also follow the [‘How to’ guide on the ‘Manage Your Club’ page](#).

Please note that funding for that semester is only available to your club for that semester, it **does not roll over** to the next semester or year. Funding must be used for expenses that benefit the entire club (e.g. not committee meetings or university games) and cannot be used for alcohol. Clubs must also have at least 20% of their members as current UC students to have access to funding.

## AFFILIATED CLUB DISCOUNTS

As an affiliated UC Life! club you are also given access to certain discounts from within UCU including UC Life!, UC Fit!, UC Events and The Well. Please see the [UCU Affiliated Club Discounts](#) document for more information.



# CLUB FINANCIAL RECORDS

## TREASURER CASH RECORD SPREADSHEET

The club Treasurer must use the 'Treasurer Cash Record Spreadsheet' to keep track of the clubs income and expenses, unless the club is using another accounts program (e.g. MYOB) which has **been approved by UC Life!**.

The spreadsheet and instructions with examples are available on the '[Manage Your Club](#)' page. The spreadsheet includes details that calculate the total income and expenses for each month and for different type of income/expenditure e.g. membership fees, sponsorship etc. There is also a template to do a budget for the club. Make sure you keep all your receipts (soft or hard copy) and label them correctly as instructed in the Treasurer Cash Record Spreadsheet.

Please do not hesitate to contact us if you have any questions or arrange a meeting to go through the spreadsheet.

## RECEIPT BOOK

All clubs should have a receipt book so the club can provide receipts for all cash transactions e.g. membership fees, ticket sales etc. Receipts are not necessary for fundraising events e.g. BBQ or Bake Sale. The Treasurer should ensure that all committee members that may take payments know how to correctly complete the details in the receipt book.

## TILL

Most clubs will use a cash till with a key for events such as Market Days or fundraisers. It is important that you keep this in a safe place (usually with the Treasurer) when not in use. If the till is not being used for an extended period of time (e.g. Summer holidays) it should be deposited into the club bank account and withdrawn again when required. Don't forget to check your float before events and make sure you have the right change and the correct amount. The 'Treasurer Cash Record Spreadsheet' also has a section where you must track all cash transactions.

## BANK STATEMENT

It is important that you include the description of each transaction on your bank statement. UC Life! reserves the right to audit any club, and for auditing purposes it is necessary for bank statements to have transaction descriptions.

## BANK WITHDRAWALS

Each club bank account must have three signatories, the President, Vice President and Treasurer. To make a withdrawal from your club bank account you need two signatories to sign off on it.

UC Life! staff are also signatories on all Commonwealth Bank Accounts, if two bank signatories are unable to find a time where you are both available you can contact UC Life! to go to the bank with you. Please ensure you email UC Life! beforehand, suggest an appropriate time and provide a copy of the meeting minutes to provide information about your withdrawal (amount, what it is for, etc.)

# CLUB ADMINISTRATION

## EMAILS

If you haven't already it is very important to start up a generic club email address (e.g. clubname@gmail.com). This is the email address you would use for all formal communication (with members, UC Life!, sponsors etc.) and on all promotional material (such as business cards, website, fliers, posters etc.). Gmail or Outlook are good accounts to use as you can also store documents online so all of your committee can have access to them. It is essential that you allocate someone to check these emails regularly.

## SHARED DROPBOX

Depending on what email account you use it may already have a shared online drop box which you can use (e.g. Google Drive for Gmail and One Drive for Outlook). An online drop box is a perfect place for any documents that need to be accessed by all committee members. It is also a great way to keep all your documents together and make it easier for committee handovers. You should make a folder for each year, which should include meeting minutes, event summaries, treasurer cash record spreadsheet, membership lists and anything else relevant for that year. Have an additional folder for admin, which can include documents that don't change each year, such as, your club constitution, strategic plan, club contacts and any policies created by the club.

## MAILBOX

As a UC Life! club you also have access to a mailbox. Faculty, social and cultural club mailboxes are located in the UC Life! office and sporting clubs in the UC Fit! reception (Building 29). Please make sure you nominate someone to check your mailbox regularly. The postal address is:

'Club Name'  
Po Box 5001  
Bruce 2617

## MEMBERSHIP

When signing up members you should have a membership form for new members to fill out. This must include the members name, student ID (if applicable), email and phone number. If the member is paying in cash you also need a receipt book to provide them with a receipt for their membership fee.

There are many websites or applications that you can also use to help sign up members and keep an organised database of your membership; some of them you can use to sell tickets as well.

- QPAY – an app that you can use to sign up members and sell tickets to events. Members are able to pay online with a credit card or pay you cash. You can also send members a message that goes directly as a push notification to their phone. There is also a feature where you can advertise any sponsorship deals to your members. You can download your membership database into an excel spreadsheet. The app transfers the membership fees or event ticket sales at midnight each day. You can sign your club up via: <http://portal.quicklypay.it/register>

- Join Form – a website which you can use to sign up members. You can do online or cash payments and download your membership database into an excel spreadsheet. You can sign your club up via:  
<http://joinform.com.au/>

## COMMITTEE CHANGES

Committee changes must only be made at a Special General Meeting (SGM) or Annual General Meeting (AGM). The rules on hosting an SGM or AGM are outlined in the club/society constitution and there is also a 'How to Host an AGM or SGM' guide on the UC Life! website.

If there are positions on your committee that the club is unable to fill they must be advertised on the 'Committee Positions Vacant' page on the UC Life! website. You can register positions via:  
<http://ucunion.com.au/committee-positions-vacant/>.

Also don't forget to follow the 'How to change bank signatories' and the 'How to complete committee handover' guide available on the 'Manage Your Club' page.

## ANNUAL GENERAL MEETINGS (AGMs)

Annual General Meetings is a formal meeting of the club that must be held **once a year**. The AGM is where the club votes in the committee for the following year and also votes on any other formal areas of discussion e.g. club policies. The rules (such as quorum) for an AGM is outlined in the Club/Society Constitution and there is also a 'How to' guide on hosting an AGM.

## SPECIAL GENERAL MEETINGS (SGMs)

Special General Meetings are very similar to AGMs however they are only held when required. SGMs are held if the club has any formal points to discuss such as policies or voting to fill vacant committee positions during the year before the next scheduled AGM. The rules (such as quorum) for a SGM is outlined in the Club/Society Constitution and there is also a 'How to' guide on hosting a SGM.

## ABSENT COMMITTEE MEMBERS

If a member of the Executive Committee is going away, nominate someone to be 'Acting President' (Treasurer, etc.) during their absence. Ensure that the acting Executive Committee Member is aware of all tasks that must be completed and the due dates e.g. booking Market Day stalls, funding claims etc. Also make sure they have access to all resources e.g. checking emails. Notify UC Life! if the President is going to be unreachable and provide an alternate contact for that period of time.

## COMMITTEE MEETINGS

Committee meetings must meet the quorum requirements outlined in the club/society constitution (section 14). Committee meetings are used to discuss the general running of the club and any future plans of the club (e.g. events, fundraisers, marketing etc.).

The secretary is to request the committee for any agenda items prior to the meeting. Agenda items are topics of discussion e.g. the President may wish to discuss the upcoming Market Day stall. The secretary is expected to provide all committee members a copy of the agenda prior to the meeting. The secretary is also expected to record detailed minutes at the meeting and ensure they are distributed amongst the committee following the meeting.

Minutes should include details such as:

- Club name
- Attendees (those who attended the meeting) and their positions
- Apologies (those who were unable to attend the meeting) and their positions
- Meeting date, time and location
- Agenda items, discussion and conclusions. (e.g. Facebook page: committee discussed creating a Facebook page for the club, what the name would be, profile picture and cover photo.
- Action items and who is responsible for actioning each item (e.g. Vice President to set up Facebook account by Friday the 8<sup>th</sup> April.)
- Meeting end time
- Next meeting time, date & location

# CLUB PROMOTION

## LOGOS

- **CLUB LOGO**

If you haven't already made one, it is very important to have a club logo. This is what will be used to identify your club. Your logo will be on all promotional material that is associated with the club so it is very important to develop one you are happy with. If you don't have many design skills you can send a design brief to UC Life! and we should be able to help you out. You can always browse through our list of clubs on the website for some inspiration.

- **UC LIFE! LOGOS**

You are expected to use the UC Life! logo on all marketing and promotional material e.g. website, posters, uniforms etc. There is a UC Life! logo policy available on the ['Manage Your Club' page](#) which has all the UC Life! logo use guidelines.

- **UNIVERSITY OF CANBERRA LOGOS**

You can also use the University of Canberra logo on your promotional material. You must send a draft copy to UC Life! which will be forwarded to the UC marketing team for approval. Please ensure you allow adequate time for approval as changes may be required – approx. 2 weeks.

## MARKET DAYS

Market Days are a great way to promote your club directly to the UC community. Market Days are held every Wednesday during Semester 1 and 2 from 11am – 2pm on the UC concourse with a Mega Market Day approximately every month. A basic Market Day stall is a 1x table and 2x chairs but you can get additional requirements as per the booking form. There is also a 'How to' guide on the ['Manage Your Club' page](#) which goes through a checklist of all the things you should consider for your Market Day stall. Bookings must be submitted the Monday prior to the desired Market Day i.e. two days in advance. via the [Market Days page](#).

## FUNDRAISING & BBQS

Fundraising is very beneficial for your club, not only providing financial benefits but also helps to promote your club and increase your members. One of the most common forms of fundraising is to host a BBQ on campus. BBQ bookings can be booked via the ['Manage Your Club' page](#). Please ensure that bookings are submitted at least 2 weeks before.

There is also a list of other fundraising ideas in our 'How to' guides on the ['Manage Your Club' page](#).

## FLIERS & BUSINESS CARDS

Fliers & business cards are another important aspect of marketing especially for events such as Market Days. Having some information on a flier about your club such as contact details, how to sign up, membership fees and the purpose of the club is a very useful resource to give out to potential members. Fliers allow you to provide more information about the club and business cards are perfect if someone wishes to contact you, you can give them all your club details.

## POSTERS

Posters are also a great way to promote your club and any events that you have coming up. When creating a poster for an event remember to include the event name, date, time, location, RSVP date and process, event link, cost, contact details, club logo and UC Life! logo.

UC Life! can print up to 50 pages per club per semester in both A4 or A3. Please email through attachment with details (size and number) or come in during drop in hours

You can put up posters around campus at UC. There are blue notice boards in building 1 (inside and outside the refectory and student central) and around the Library that can be used by the UC community. There are also 2 poster columns you can use outside the refectory and you can put them in the UC Life! office window. Please ensure you use blue tack when putting up posters and please note that the notice boards are frequently cleared (the blue notice boards at the end of every month and the poster columns every 3 months). Posters that are put up anywhere else (e.g. bathrooms, windows, columns, doors etc.) will be removed by Estate Management.

## NEWSLETTERS

UC Life! also encourages clubs to send regular newsletters as part of your formal communication with your members. It is advantageous and reliable as not everyone has social media accounts but all university students have an email! Email is also the form of communication that you must use when notifying your members of upcoming AGMs, SGMs and vacant committee positions. You can also use other social media platforms to notify your members, but you must use email as a minimum. UC Life! ([uclifeclubs@canberra.edu.au](mailto:uclifeclubs@canberra.edu.au)) must also be in your mailing list and receive a copy of all emails along with [sportatuc@canberra.edu.au](mailto:sportatuc@canberra.edu.au) for sporting clubs.

There are many newsletter campaign sites that you can use to make your emails more appealing and you can also track who opens the email and if they interact with it (e.g. clicks on a link). A good site to use for emails is Mail Chimp although some email accounts will filter it to the junk account. It is a good idea to ensure your members are aware of this and check that account or change the settings. Important emails such as AGM, SGMs and vacant committee positions should be sent using your club email account (e.g. Gmail) directly to ensure all members are notified.

## **WEBSITE**

A website is an important formal base for your club as it can be the one site to find all the information about your club. Your website should include details about the club, upcoming events, membership fees, how to sign up as a member, contact details, social media accounts, committee member vacancies, photos, club and UC Life! logo. There are many sites you can use to create a website such as wordpress, weebly or wix.

## **SOCIAL MEDIA**

Social media is a fantastic way to communicate with your members and a great way to increase your members. We recommend all clubs start up a Facebook page. A Facebook page is the type that you can 'like' and is public to all users. This is different to a Facebook group as it is only visible to members. A Facebook page should be your first step then if you wish you could also make a group. A group is a good way to directly communicate with your members as they can receive notifications however, you can only post using your personal account and not as the club.

You can also look at opening other social media accounts such as Instagram and Twitter. Make sure you use #uclife and #WeAreUC and UC or UC Life! may repost your status. Ensure that you include all your club contact details in your bio such as email, website and other social media accounts.

# HOSTING CLUB EVENTS

## PLANNING

At your committee meeting near the start of the year it is a good idea to have a brainstorm about the events that your club will run for the year. You can then go through your list and decide which events will work, at what time of year and then create a draft events calendar. Don't forget what the purpose of your club is e.g. if you are a Faculty Club not all of your event should be social, you should also look to host professional development events as well.

When planning the event, you should create an event brief with all the details. This would include information such as:

- Date
- Location
- Start & end time
- Transport
- Allocated budget
- Ticket price
- Number of expected attendees
- Event contact name and details

Action items for committee members should also be discussed in the meeting and all should have appropriate deadlines. Depending on the event, tasks could include:

- Booking a venue.  
For on campus events contact:
  - [timetable@canberra.edu.au](mailto:timetable@canberra.edu.au) for tutorial rooms – make sure you use your generic email account otherwise they won't book it in! You must include date, start and end time, preferred location and approximate number of people.
  - <http://canberra.libcal.com/booking/rooms> for Library rooms and study spaces above the refectory
  - [conferencecentre@canberra.edu.au](mailto:conferencecentre@canberra.edu.au) for Seminar Rooms in building 24 (Clubs are allocated one booking free of charge per semester– T & Cs apply)
- Register event on UC Life! events register on the 'Manage Your Club' page. This is compulsory for insurance and you can also request for UC Life! to post it on Facebook and register on the UC events calendar
- Organise and confirm catering, beverages, transport, music, guest speakers, equipment etc.
- Promote the event – follow 'How to Advertise Club Events'
- Complete a risk management assessment. Depending on the type of event it may be very important to analyse and address any potential risks that may occur.
- Host a fundraiser to reduce costs of your event e.g. BBQs, raffles – see 'How to Fundraise'
- Consider inviting other UC clubs to the event or doing it as a joint event.
- Create confirmed and paid attendees list

- Send reminder email to confirmed guests with details of the event including event contact name and details.
- Withdraw money from the bank for any payments required at the event.

## **DURING EVENT**

Make sure all the relevant people have a copy of the event brief and/or run sheet depending on the event. Ensure that the event contact is available via phone incase any guests are trying to get in contact with you about the event. Make sure you keep any receipts for payments made during the event.

Depending on the event what your specific requirements throughout the duration of the event will obviously vary.

It is always a great idea to take some photos and share on your social media (make sure it is ok with the members first) and don't forget to use #uclife and #WeAreUC.

## **AFTER THE EVENT**

Following the event there is usually a few loose ends you might have to tie up e.g. paying invoices, reimbursing committee members etc. Ensure that these are done in sufficient time.

You should also have a debrief meeting with all the committee members to give feedback on the event and discuss what was good and what could have been done differently. It is very important to record all of this information, as it will be helpful for the next event or the next committee. The debrief should include information similar to the event brief but also includes details from the event such as:

- Date
- Location
- Start & end time
- Transport
- Allocated budget and actual costs
- Ticket price
- Number of expected attendees and number of actual attendees
- Positive notes/recommendations
- Recommendations

**Need more help?**

**Make an appointment to see us in our office!  
UC Life! Office, The Hub (Opposite Café Mizzuna)**

**Email: [uclifeclubs@canberra.edu.au](mailto:uclifeclubs@canberra.edu.au)**

**Phone: 0458 712 214**

