

# STUDENT CLUBS HANDBOOK

2016



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## WELCOME!

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Hello and welcome to the Western Sydney University Student Clubs Handbook.

There's a lot more to university than running between classes and cramming for exams. Getting involved in Student Clubs is the best way to meet new (and fantastic) people with similar interests, connect with other students outside the classroom, and ensure you make your university experience all it can be.

This handbook is designed to be a “go-to” guide for any queries you may have about starting, running and developing your Student Club.

Western Sydney University Student Clubs staff are committed to helping you make your Student Club grow and develop to its full potential. Campus Life Officers are also available to help you with:

- **Funding** assistance through completion of budget requests, arranging payments, and reimbursing expenses.
- **Equipment hire**, including BBQ's, marquees, tables, PA systems, sporting equipment, and other items to assist your activity or event.
- **Facilities**, including access to meeting rooms, high profile campus hub spaces, and other facilities including common areas, cafeterias, sports courts, playing fields, gyms, and more.
- **O'Week** assistance including the provision of O'Week stalls during the first week of the academic year and assistance in generating your own related print materials and promotion.
- **Clubs Week** participation to showcase your Student Club to the campus community.
- **Administration** resources to assist with clerical requirements and support.
- **Promotion and communication** support including listing on the Campus Life website, digital media, campus signage, and notice boards.
- **Merchandise** and clothing including club/sports uniforms.
- **Development & compliance** for your Student Club including governance assistance and training workshops, assistance with documentation such as constitutions, and support for special interest training or conferences.
- **OrgSync** (the Student Clubs platform) which officially registers your Student Club, maintains your membership list, and facilitates event and budget requests.

Whether it is a small group, society, association, or collective, for the purpose of this handbook, we will call them all 'Student Clubs'.



## CONTACTS

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Campus Life Officers (CLOs) are employed to assist with events and activities on or off campus, as well as being the key resource for Student Clubs. Centrally located on each campus, your Campus Life Officer is available to help and support you in starting up and running your Student Club.

Other staff positions such as the Campus Life & Student Clubs Coordinator, Student Clubs Officer, OrgSync Administrator, or the Sports Services Officer can all help new Student Clubs get started, administer the Clubs Campus Forums, help with funding for Student Clubs, and assist with developing policies and systems.

If you require assistance with anything please pop in for a visit, send them an email, or give them a call!

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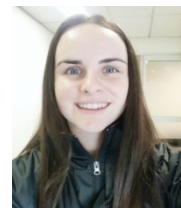
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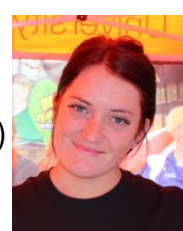
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## STUDENT CLUBS – GETTING STARTED

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There are lots of Student Clubs at Western Sydney University and the one you want may already exist. Visit OrgSync<sup>1</sup> ([www.westernsydney.edu.au/orgsync](http://www.westernsydney.edu.au/orgsync)), sign in with your Student number and current password, click the Western Sydney University logo to get to the community home page and from here, click 'Organisations' to browse through the list of current Student Clubs to see if any take your interest!

The types of Student Clubs include:

- Course related
- Cultural
- Political
- Religious
- Social
- Sporting
- General interest/hobby

You can also start a Student Club if there isn't already one that has something you are interested in. This handbook is the perfect guide on starting and running a new Student Club.

There are many benefits to starting a new Student Club:

- Make new friends and network
- Promote a cause
- Develop skills in leadership, teamwork and administration
- Gain access to university facilities and equipment
- Free O'Week stalls
- Be eligible for funding and other support
- Assistance to promote and advertise an event or activity
- Contribute to the campus community

Start thinking about what you would like to do at Western Sydney University to promote your Student Club and increase your member numbers. The beauty of starting a Student Club is that it is YOUR Student Club. Think of an idea, show initiative, take the reins, and off you go!

If you decide you want to form a Student Club, have an informal chat with your Campus Life Officer or Student Clubs Officer first.

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<sup>1</sup> You will need to be registered with and logged into OrgSync to join or start a Club.

### **Here are a few handy hints to help get a new Student Club started:**

- Decide if you want to join an existing Student Club or start your own by researching the existing university Student Clubs.
- Contact your Campus Life Officer or Student Clubs Officer to discuss the possibility of starting your own Student Club.
- Make sure you have at least ten (10) enrolled students interested in joining your Student Club. You can put expression of interest posters up and ask your Campus Life Officer to put a call out on Facebook.
- Become a recognised Western Sydney University Student Club by completing a 'Register New Organisation' request on OrgSync. After completing this form you will be directed to meet with your Campus Life Officer, and if your Student Club meets all of the criteria, your registration request will be approved by Student Clubs staff.
- All Student Clubs are required to have a constitution - Large clubs should maintain a formal constitution, while smaller clubs can simply adopt the model constitution and include a statement of purpose and operational guidelines. Speak to your Campus Life Officer for further assistance.
- Have a chat within the Student Club about what you would like to do for the year and create an Annual Budget and Activity Plan to establish your needs and ideas, and identify what costs might be involved.
- Make sure you refer to this handbook for clarification on most things to do with Student Clubs. If you aren't sure of something, contact your Campus Life Officer.

### **Minimum Criteria of a Student Club**

To be able to start a new Student Club, it must:

- Have a purpose or mission that's of interest to a cross-section of students and doesn't duplicate the mission or activities of an existing Student Club on your campus.
- Demonstrate alignment to the Western Sydney University Student Code of Conduct and must have aims and objectives to benefit student life.
- Have a minimum of ten (10) members who are Western Sydney University students, with membership of the Student Club always consisting of at least 60% currently enrolled students. University alumni and staff, and members of the community may also be members of your Student Club. For more established Student Clubs that elect an executive committee, the committee must consist of at least three (3) members and 100% of positions must be held by current students (in line with the model constitution provided by NSW Fair Trading).
- Have membership that is accessible to all Western Sydney University students.

- Have a contact/liaison person who is a currently enrolled student and who will be the point of contact with Student Clubs staff.
- Operate democratically with overall decision making power resting with its elected committee, or where there is no formal committee, decisions are made by a majority vote of membership.
- Be a registered club/society on OrgSync - it is mandatory that all Student Club events, both on and off campus, be requested via and listed on OrgSync.

### **Club Responsibilities and Obligations**

As a recognised Student Club there are several responsibilities that must be fulfilled each year. These include:

#### **(1) Attendance and participation at:**

- Orientation day/s and Clubs Week at the campus where your Student Club is based (or at other campuses if you wish). Student Clubs staff will confirm the dates for O'Week and Clubs Week and be in touch with you in the lead up to these events.
- Clubs Campus Forums are held at least twice a semester at each campus and give Student Clubs an opportunity to drive Student Club policy development, and network with other Student Clubs.

**Please Note** - Non-attendance at these and other Student Clubs events will be taken into consideration when funding requests are made and can impact on the amount of funding your Student Club may be eligible for at any time.

#### **(2) Transparency and accountability**

- Clubs must meet and provide minutes of at least two (2) meetings per year not including the AGM. Minutes of meeting should include details for all decisions made by the clubs either through committee's or membership votes.
- Conflict of interest must always be declared in event and funding applications.
- Evidence must be provided of financial responsibility and accountability as well as transparency for all club based activity with all decisions and meetings minuted and recorded in OrgSync.
- Be compliant with Australian best practice in advancing our anti-discrimination laws'.
- Risk management documentation to be completed and maintained by the Clubs

#### **(3) Adherence to Western Sydney University Policies and the various acts of parliament which guide the University including adherence to SSAF funding requirements.**

- Please remember that whether you are holding an event on or off campus (participating in sports or other activities), as a member of a student club you are



doing so as a representative of Western Sydney University and as such are bound by the policies and guidelines of the University and the principles and various acts of parliament which guide practice. This includes but is not limited to the Student Code of Conduct, Sexual Discrimination Act, Harassment, Vilification and Victimisation Prevention Policy, and so forth.

- (4) Certain training such as governance and leadership may be provided separately, and may be considered compulsory for future operations and funding for the club.

At the end of each semester, each Student Club will be asked to provide:

- A short report outlining key Student Club events or activities and how they went. This need only be a simple document so it shouldn't take much time.
- A list of current members – required to be recorded in OrgSync.
- A breakdown of expenses for the semester and a budget for the following semester (i.e. simple plan) – required to be recorded in OrgSync.
- Simple statement of the Student Clubs' financial situation as required.
- Feedback on how we can better assist you and your Student Club in the following semester or year.

- (5) Documentation

- Where funding is provided to attend a conference, training, etc. the Student Club must provide a brief article for the Clubs Hub magazine, and/or a report which details the benefit the development opportunity provided to them as an individual or the Student Club as a whole.

### **Student Clubs that Operate on More than One Campus**

Clubs are not allowed to duplicate the mission or activities of an existing Student Club on the same campus, but due to the multi-campus nature of the University, it is acceptable to duplicate a Student Club if it exists on a different campus.

Allowing Student Clubs to be on more than one campus creates a potential risk for the funding process to be manipulated. To minimise this, funding applications for Student Clubs that exist across multiple campuses will be reviewed by the Campus Life & Student Clubs Coordinator and the Student Clubs Officer on a case by case basis, with claims for legitimate activity only to be considered. Each club needs to operate independently on each campus hence funding is then reflective of the campus participation – minimum numbers need to be ten (10) unique club members per campus.

Western Sydney University is keen for Student Clubs to enhance campus life and are supportive of whatever structure works best for the individual Student Club. Discretion in determining funding levels for Student Clubs that are the same (or similar) on more than one campus, is purely to ensure that the arrangements are fair, accountable, and work to encourage Student Club activity on all campuses.

### **Student Clubs Associated with External Organisations**

Some Student Clubs are affiliated with an external organisation, state, or national body. It is important that recognised Student Clubs are truly student driven and that students are the primary beneficiaries of the Student Club's activities. To ensure that funding is directed in this way and not used for the benefit of outside groups, Student Clubs associated with external organisations will be subject to stricter rules, for example payments using Western Sydney University funding may only be made directly to suppliers.

### **Funding Policy**

Funding for club activity is directly sourced through SSAF allocations for Western Sydney University. The use of this SSAF funding can only be for the benefit of current students to enhance their university experience. Student Clubs recognised by Western Sydney University are eligible to apply for funding subject to the conditions outlined in this policy.

Funding is available in the following categories:

- Events/Activities
- O'Week and Clubs Week
- Promotions and Clothing
- Equipment
- Club Development
- Special Purpose

Regardless of the funding category, the following guidelines apply:

- All funding is for the benefit of current enrolled students only and cannot be accessed by alumni or community members of a club.
- Approved funding cannot be used to purchase drugs, tobacco or alcohol, or anything which is considered dangerous, harmful, degrading, illegal or offensive material.
- Approved funding cannot be used for personal gain, e.g. funding for outsourced event catering where the catering service is owned by you or your family.
- Funding can only be used for pre-approved purposes. Student Clubs will also be required to prove that goods purchased were fully used for the purposes outlined in the funding request.
- Wherever possible, Student Clubs staff will make payment direct to a supplier or service provider – funds will not be paid direct to a Student Club, unless it is for a reimbursement supported by receipts for pre-approved purchases – please note reimbursement can take up to thirty (30) days.

- A key requirement is that the active Student Club members support the request for funding and you will need to provide evidence that the funding requests were approved by the Student Club, e.g. minutes of a meeting.
- Funding is limited to the amounts approved on the funding application form and within the Student Club's annual budget. No one should incur costs and expect it to be reimbursed by Student Clubs staff without prior written approval, or approval via OrgSync. Expenses incurred outside of the funding allocation without prior written approval from the Campus Life & Student Clubs Coordinator, will be the responsibility of the club and its members.
- Funding for each club will only be available upon completion of the following compulsory items; Annual Provision of Risk Management documentation, start up student list at the beginning of each year completed on OrgSync, and a constitution implemented for each club (can be individual or adopted from the model constitution).

### **How to Apply for Funding**

Before incurring any expenditure or spending any money, a Budget Request must be submitted and approved. Budget Requests must be made by logging onto your Student Club's Portal on OrgSync and navigating to the Treasury Tool found under the "More" dropdown menu, then by selecting Manage Budgets, and finally clicking New Budget. Your Budget Request will be forwarded on to your Campus Life Officer and other Student Clubs staff where relevant.

In applying for funding, it is important to provide as much detail as possible so that your application can be readily assessed. Generally, the more money you are asking for, the greater the amount of detail that is required.

### **Funding Criteria**

In considering Student Club applications for funding, the following criteria will be taken into account:

- The extent that the Student Club contributes to campus life and student engagement.
- The short and long term benefits to the Student Club.
- The level of funding provided to the Student Club previously.
- The level of contribution from other sources.
- The level of support or contribution from the Student Club's members.
- The history of the Student Club in relation to previous funding requests.
- The extent to which the funding request links with other groups or bodies (either within or outside Western Sydney University).

- Minuted approval from the club members for the funding application.
- Adherence to accountability, transparency and student membership.
- Quality and detail of the funding request/proposal.
- Overall Student Club budget capacity.
- Other factors related to specific funding categories, e.g. selection process for Club Development applications, specific club start-up costs exceeding normal allocations etc.

In considering all funding requests, Student Clubs staff reserves the right to deny any funding application.

### **Approval of Funding Requests**

Funding applications are approved at different levels depending on the amounts involved. Requests up to \$200 can be approved by your Campus Life Officer. Allow up to ten (10) working days for these requests to be approved. Funding applications over \$200 require more senior approval which may take longer than ten (10) working days depending on the amount requested, whether the request is routine in nature, and whether the information provided in the application is sufficient.

Regardless of the amount requested, all applications are to be completed via OrgSync in conjunction with your CLO.

### **Payments and Reimbursements**

Students are able to apply for payments and reimbursements by following the below procedure;

- From the Manage Budgets section within the Treasury tool on OrgSync;
- Select the Budget you are requesting for reimbursement;
- On the Details screen click the hyperlinked budget name;
- Click to Request Payment Button on next screen then select payment type and follow the instructions on the form.

Where Student Club representatives are given approval to cover the costs of the expenditure directly, reimbursement will be deposited in the student's bank account within a thirty (30) day period following the receipt of invoice/s and bank details. Receipts and/or invoices are required to support claims for payment. All reimbursements will be administered via the Western Sydney University TEMS program and all required bank details to be provided to the campus CLO for entry into your TEMS account.

For further information on the Travel and Expense Management System (TEMS), please refer to the university website - [TEMS](#).



**Please Note** – Reimbursement claims may only be requested up to thirty (30) days after the expense is incurred unless prior approval for extension is given via your CLO or Student Clubs Officer. Claims submitted outside of this specified timeframe will be the responsibility of the club and its members unless prior written arrangements are made with the appropriate CLO or Student Clubs Officer.

Upon receipt of an invoice, payment can be made to a supplier within a thirty (30) day period. Where Student Clubs staff need to make direct payment to a supplier, the supplier must provide a tax invoice made out to 'uwsconnect Ltd, Western Sydney University.' A tax invoice made out to an individual, a Student Club, or to an abbreviation of WSU or the like, cannot be processed.

### **Student Club Budget**

Each Student Club should organise their intended use of funding for the year by preparing an annual budget plan. The budget should detail the amounts sought within each funding category, when that expense is likely to occur throughout the year, and a brief outline of what the funds will be used for. It's a great opportunity to get your Student Club together and think ahead about what you want to do for the year. Speak to your CLO about templates available for use.

## DIFFERENT TYPES OF FUNDING

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### Annual Caps

Any one Western Sydney University Student Club is eligible for a maximum of \$3,000 per calendar year. This \$3,000 can be used in accordance with the guidelines for any of the six categories below. Student Clubs are extremely diverse and given this, there is no cap on the amount a Student Club can spend on any one category throughout a calendar year. Student Clubs can apply for funding across whichever categories they wish.

Please note - There will be no funding provided to supply alcohol to any Student Clubs.

### 1 - Events and Activities

Student Clubs will not be granted any more than \$2,000 for any one event or activity.

The purpose of this funding is to encourage cultural and community development at Western Sydney University through covering or subsidising the costs of social, sporting, cultural, religious, and other events and activities. A few examples include BBQs, debates, theatrical productions, music, forums, games, exhibitions, and dance classes.

When requesting funding for an event, your Student Club must submit an Event Request form along with your Budget Request form, both of which are available on OrgSync in your Student Club's Portal. This ensures the correct university divisions are aware of your event/activity. Click the link for more information on [Venue and Room bookings](#).

If an event or activity is held off campus or is intended for Student Club members only (such as a Club presentation night, guest speaker, or end of year social activity), Student Club funding will be limited to 50% of the costs. The Student Club or attendees are expected to contribute the remaining funds.

As a guide, two Student Club events per semester allow a distribution of activity throughout the year and helps maintain your Student Club's profile on campus. Sometimes a single, large event may be preferred for a specific reason. It's best to discuss your idea with your Campus Life Officer as soon as possible as they will help you make the most of your event.

### 2 - O'Week and Clubs Week

O'Week, held in Week 1 of Autumn Semester, is one of the biggest events on the university calendar. All Student Clubs are required to participate in O'Week in some way, whether it is with an active stall or some other event or activity. Be creative!!!

Be a part of the festivities and have a chat to new (and returning) students about what your Student Club has to offer. It's the best way to introduce your Student Club to other university students and increase your membership base.



Clubs Week is held in Week 2 of Spring Semester and is an opportunity for Student Clubs to promote themselves to students via stalls and activities.

Some ideas for these weeks:

- Interactive activities
- Games and prizes
- Novelty items
- Decorations
- Promotional material specifically intended for O'Week and Clubs Week purposes only

As part of O'Week and Clubs Week planning, Student Clubs staff will contact all Student Clubs to find out if they would like to have a stall. Student Services and Amenities Fee (SSAF) funding provides the stall free of charge and Student Club members are required to represent their Student Club by being present at the stall.

### **3 - Promotion and Clothing**

The purpose of this funding is to assist your Student Club with promotion and advertising material to raise awareness of your Student Club. The funding is available to help with Student Club publications, posters, banners, and signage (digital and physical), and for Sporting Student Clubs player uniforms. The promotions and advertising can be related to telling people about your Student Club or a particular event/activity.

For promotional items that will be for personal use (e.g. caps, t-shirts, sports uniforms, and other clothing items) Student Clubs can apply for up to 50% of costs to a maximum of \$40 per item per person, with the balance being payable by the individual Student Club members. Only as many shirts as they have current members, as a maximum. Certain items of clothing or uniform that are intended for ongoing general club use by Student Club members (e.g. bibs, jerseys), may be exempt from the \$40 limit or the 50% contribution – this is assessed on a case by case basis.

For some Sporting Student Clubs participating in external competitions, the uniform requirements will need to be consistent with university branding. Please note that all uniforms for University Games are provided by Western Sydney University Sport, and cannot be purchased with Student Clubs funding.

All promotional and advertising requests should be discussed with your Campus Life Officer. Promotion and advertising materials should be handled by the Western Sydney University marketing team to ensure quality and consistency. See your Campus Life Officer for further instruction and confirmation that approval has been given for use.

Make sure your advertising material is bright, fun and eye catching. The more promotion and advertising you do, the more your Student Club will be noticed!



#### **4 - Equipment**

The purpose of this funding is to purchase items that are intended to have an ongoing use beyond a particular event or activity, e.g. sporting equipment, and board games.

Equipment must be stored securely on campus (where possible) and remains the property of Campus Life. On site storage should be discussed and sourced via the CLO on the home campus of the club.

#### **5 - Club Development**

This funding assists a Student Club in the provision of training, development, and networking opportunities for its members, or to assist Sporting Student Clubs in meeting the costs of club or player registrations.

Funding is available not only for conferences and trips, but also for inter-university related Student Club activities and training consistent with the purpose of the Student Club.

Funding may be available for up to 50% of costs associated with travel, accommodation, and registration fees - up to a maximum of \$300 per person, per year. The individuals benefiting from the conference or sporting competition are expected to cover the remainder themselves.

Where funding is provided to attend a conference, training, etc. the Student Club must provide a brief article for the Clubs Hub magazine, and/or a report which details the benefit the development opportunity provided to them as an individual, or the Student Club as a whole. This must be done prior to reimbursement and can be arranged by talking to your Campus Life Officer.

Student Clubs are expected to promote opportunities for representation to their members via the OrgSync portal at a minimum and ensure that the selection procedures are fair, transparent and reasonable.

Factors taken into consideration for funding include how representation at the conference or competition will benefit the Student Club and its contribution to Western Sydney University.

This category also covers costs related to Student Club governance such as responsibilities of office bearers, the role of the constitution, meeting protocols, and related requirements. For these types of activities up to 100% of costs may be applied for. Certain training such as governance and leadership may be provided separately through existing university departments, and may be considered compulsory for future operations and funding for the club.



## 6 - Special Purpose

Each year the Student Services and Amenities Fee (SSAF) financially supports Student Clubs through the provision of annual funding of up to \$3,000 to each registered Student Club. In addition to the annual subsidy, there is a pool of Special Purpose Club funding.

Unlike other budget categories which are included in the Budget Request Form (found in the Forms tab of all Student Club portals on OrgSync) a Student Club is able to apply for Special Purpose Club funding if they:

- Are a newly formed Student Club who identifies high start-up costs which may be deemed necessary for the formation of the Student Club or the fulfilment of the Student Club's stated aims and goals, which cannot reasonably be covered by the use of annual Student Club funding;
- Anticipate that the annual Student Club funding limits (up to \$3,000 in a calendar year) will be exceeded. Exceeding the annual funding allocation could be due to event attendance, new initiatives, registration fees, travel or accommodation costs, etc. This would normally relate only to Student Clubs which are very active or have a high profile event or activity that supports campus life and provides benefits to the students;
- Or in other instances which meet the criteria set out in the Special Purpose Funding bid form.

All Special Purpose Funding bids will be evaluated by the Student Clubs Advisory Group (SAG), along with Student Clubs staff and at least one staff member from the SSAF Working Party. This group will make the decision to consider all Special Purpose Funding bids, the outcome of which will be communicated via Student Clubs staff and on OrgSync.

All Budget Requests submitted under the Special Purpose Funding category constitute a Special Purpose Funding bid - a detailed proposal outlining the need for the funding with quotes and any appropriate supporting documentation will need to be attached. You can always speak to your Campus Life Officer for assistance with your Special Purpose Funding bid.

### Financial Accountability

It is important that financial matters be carefully managed for any Student Club. Student Club members and the Western Sydney University community should be confident that the money is handled securely, transparently and records kept of all transactions.

## FUNDRAISING

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Accountability is particularly important when fundraising because money is given by others to the Student Club with the expectation that the proceeds will go to a predetermined charity or cause. In these situations, those dealing with funds have an obligation to be accountable for the money that is raised, and to ensure processes are transparent and that money is used for legitimate purposes. Fundraising should not generate income for your own Student Club.

Fundraising is only permitted at the University subject to certain conditions. We like to see Student Clubs fundraise for worthwhile charities and purposes, however all fundraising proposals must be approved by your Campus Life Officer before the event or activity is promoted or conducted.

Regardless of what the fundraising is for, the purpose must be clearly promoted, e.g. via a sign at the point where donations are accepted. Prior to charity fundraising, your Student Club must provide evidence that you have registered to fundraise with a particular charitable organisation. Your Student Club must also provide receipts or documentation (e.g. a declaration from a Student Club representative) that validates how much money was raised and that the funds raised were used for the advertised purpose. Both of these documents must be presented to your Campus Life Officer.

Speak to your Campus Life Officer first to find out what you need to do to make the most of your fundraising event.

### Membership Fees

Student Clubs are NOT permitted to charge membership fees. Student Clubs at Western Sydney University are funded by the Student Services and Amenities Fee (SSAF) which all students pay, and this entitles all students to have free access to Student Clubs in accordance with the guidelines provided in this handbook.

### Banking

Student Clubs can open their own bank account or choose to have Campus Life look after funds on their behalf. Speak to your Campus Life Officer about depositing funds into your Student Club account with Campus Life. Alternatively, your Student Club may prefer not to have the bother and responsibility of dealing with money at all. You can still make purchases for your Student Club via the funding process, but Campus Life will make payments direct to suppliers. Should a bank account be deemed necessary by the club then at least one signatory for the account should be the CLO on the campus of that club and all transactions would require at least two (2) signatures – one of which must be the CLO at all times.

## Student Clubs Winding Up

It is useful to consider what should happen to any Student Club assets (including money) in the event that the Student Club winds up. This can be discussed with your Campus Life Officer and can be administered via OrgSync.

## MARKETING AND PROMOTING YOUR STUDENT CLUB

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Universities are very busy and complex places, and with many people trying to get their message across it's easy for your message to get lost. Making others aware of your Student Club is the key to its success.

Some ways to get your message out there include:

- **OrgSync** – All Student Clubs are required to be registered on OrgSync to be officially recognised and gain the benefits of being a Student Club. Student Club information including contacts should be kept current using this platform. Make sure your portal is as vibrant and active as possible as OrgSync is the central hub for all students to find out about Student Clubs on campus. From 2016 onwards, it will be compulsory for all clubs to have a membership list attached to the operation of their club via a log on in OrgSync.
- **Signage** – Posters, banners, and promotional merchandise are important to ensure your Student Club is clearly identified, particularly when running an event/activity. The key to increasing your members can be as simple as making them aware that you exist!
- **Social Media** – Social networking websites are a popular medium for Student Clubs to keep in touch with members. Most Student Clubs manage their own social media accounts however uwsconnect staff have the right to request removal of any posts deemed to be inappropriate, offensive or outside the Western Sydney University policy for social media use including the university name or brand.
- **Digital Signage** – All campuses have digital advertising in the form of televisions in high profile areas such as cafeterias, gyms and retail outlets. These are updated regularly and are available for Student Clubs to promote or advertise their event/activity. If you would like to use the digital signage to advertise/promote something, please speak to your Campus Life Officer.
- **Notice Boards** - Make the most of the notice boards on your campus by making a poster and getting it displayed on your campus noticeboard. **Please Note** – posters and other promotional material are not permitted anywhere other than notice boards (e.g. they cannot be placed on windows, walls, doors).

- **Design Assistance** – Design assistance for Student Club posters, flyers, event tickets, etc. is available via the iMedia or Western Sydney University marketing team. This is to be discussed with your Campus Life Officer who will assist you in completing a brief sheet. Include any ideas on how you would like the material to look such as a rough sketch and/or sample.
- **Poster Pillars** – SSAF funding has made Poster Pillars available on some of the campuses. All students, including Student Club members, are free to advertise anything they want to the student population at any time without needing to seek prior permission to do so. Poster Pillars are being rolled out across all campuses during 2016.
- **Being the Face of your Club** - being present and visible on campus through stalls and events is an important way to engage with the student body and promote your activities. If you host an event, always take the opportunity to talk to attending students about your club, ways they can become involved and remind them that the event is funded by the club through SSAF. This kind of face-to-face promotion builds campus community as well!

## HOW TO MAKE YOUR EVENT A SUCCESS

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If you're thinking about planning an event or activity the following info may help:

- **Purpose and Aim of the Event** – Be clear about why you are running your event or activity and what you hope to achieve.
- **Event Permit** – An Event Request form must be completed for all events that are planned to be held on campus. Forms are available on OrgSync via your Student Club's Portal (navigate to Events, then Create an Event, and complete the form).
- **Budget** – Check how much money you have to spend and on what. Any Budget Requests attached to the event need to be submitted simultaneously with an Event Request Form, both should be done as soon as possible before the event can be promoted, and you must allow up to ten (10) working days for all applications to be processed.
- **Location** – Think about where you would like to hold your event or activity (on or off campus). If the event or activity is intended to be held on campus, high profile areas such as thoroughfares can be good locations, but issues such as noise, obstructions to pedestrian ways, vehicle access, and availability of power or water will have to be taken into account.
- **Entertainment** – Music is often popular to let people know that something is happening but the type of music and its volume need to be considered.
- **Linking with Other Student Clubs** – Having more than one Student Club present at an event can increase levels of interest and participation, e.g. a BBQ run by one Student Club with another Student Club providing music.
- **Cleaning up** – Ensure you leave your event area clean, neat, tidy, and in a useable condition.
- **Promotions and Advertising** – One of the most important aspects of organising and planning an event is ensuring that it is promoted well so people know that the event is taking place – refer to the section on [Marketing and Promoting Your Student Club](#) for some ideas. It is mandatory that all Student Club events, both on and off campus, be listed on OrgSync.
- **Equipment** – Depending on the type of event, you may need anything from marquees, stages, PA systems, computers, BBQ's, tables and chairs. Your Campus Life Officer may be able to provide these but you will need to speak to them to guarantee a booking of any available items.

## PROVIDING FOOD ON CAMPUS

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Providing food as part of a Student Club activity or event can help attract students and contribute to the success of the event, but there are a few things that need to be considered:

- Ensure you have completed an Event Request form on OrgSync which will include your event date, time, venue, and estimation of the number of people attending.
- If you need funding, ensure you have completed a Budget Request form and submitted it via OrgSync to your Campus Life Officer.
- BBQs are high risk in terms of food safety, fire hazard and fumes, and can cause problems for cleaning, etc. See the section on [BBQs on Campus](#) for special conditions.
- Know your budget (how much money have you got to spend on food?)
- Consider special dietary requirements and/or allergies, cultural requirements (halal, kosher, vegetarian, etc.)

It is expected that food and/or drink bought by your Student Club is provided to the university community and offered free of charge. Approval must be received from your Campus Life Officer if food and/or drink are intended to be sold. Food safety legislation will need to be followed in most cases.

Try to engage with the students and/or staff while they are at your stall. It's a great opportunity to talk about your Student Club and interact with fellow students.

**Please Note** - Student Clubs are not permitted to use funding to buy food which will only be consumed and offered to the Student Club and its members, including meetings and regular gatherings.

### Food Safety Procedures

Food Safety at Western Sydney University is very important, and it is everyone's responsibility. In order to keep yourself, fellow students, and University staff safe, you need to ensure that proper food handling practices are carried out.

There are high and low risk food types. Cooking of raw meat products are high risk in terms of food safety, whereas cakes, chocolates, and fairy floss are low risk. The guidelines below relate primarily to high risk food types.

**Help to reduce the number of germs spreading to food by ensuring you follow some basic guidelines:**

**DO**

- Make sure your hands are clean and wear gloves if handling food
- Thoroughly wash all equipment used for preparing raw foods
- Store raw food below cooked foods in the refrigerator
- Store food at the correct temperature (below 5° C)
- Make sure food is served as soon as possible after preparation

**DON'T**

- Work with food if you are sick
- Leave food uncovered
- Leave food in the sun
- Re-heat food more than once

For further information on food safety visit the NSW Government Food Authority - [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au).

**BBQs on Campus**

BBQs for the public are increasingly regulated by government authorities such as Local Councils and the NSW Food Authority. They can be high risk in terms of food safety, fire, explosion, etc. They also create smoke and fumes which can make cleaning the area afterwards difficult and messy.

Prior to any BBQ being held on campus, the organiser(s) must be fully aware of the requirements within the safety guidelines. Access to BBQs can be arranged with your Campus Life Officer. You must arrange the access and finish times for use of the BBQ and the agreed location and time. BBQs must be cleaned after each use, otherwise there may be a cleaning fee charged.

Food for your BBQ is organised through your Campus Life Officer to ensure standards of food safety are maintained. BBQ food organised through your CLO will be charged to the Student Club and will require an approved Budget Request form to be completed (to cover ordering, handling, hygienic storage, and equipment). If you require staff for the BBQ or other forms of support there will be additional charges.

BBQs are only allowed on grass areas unless using a fixed BBQ on campus. BBQs must not leave oil or fat on the ground and should not be located near any existing trading outlet.

## Catering

It is Student Clubs policy that catering will not normally be funded by any Budget Request forms that are submitted. The only exceptions to this are:

- If you are providing food (e.g. BBQs, cakes, cupcakes, lollies, etc.) to the university community in line with the Providing Food on Campus guidelines; and
- For one formal function a year (e.g. AGMs).

This policy ensures that any food purchased with Student Clubs funding is available to the whole of the university community and not just solely limited to the members of a Student Club.

To arrange catering in line with the above, contact your Campus Life Officer to make arrangements.



## VENUE AND ROOM BOOKINGS

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Across the campuses there are a range of conference rooms, lecture theatres, classrooms and meeting rooms that can be booked if your Student Club requires a space to meet, or run an event/activity for university students. Your Campus Life Officer can assist in determining your needs and support in organising your event. Some available spaces include:

- Cafes and other food areas
- Various academic areas
- Function/meeting rooms
- Sporting fields and facilities
- Common areas

All venue and room bookings for Student Club run events need to be booked directly through your CLO.

If the event is being organised on behalf of an external/third party, please complete and submit an online Venue Hire Application Form through Western Sydney University's [Venues](#) team.

### Function / Meeting Rooms

Tutorial rooms, lecture theatres, meeting rooms, and other spaces can generally be booked at any time and at no cost to recognised Student Clubs. All bookings for events solely run by Student Clubs need to be made via your CLO. For events that are open to the wider community, venue hire costs may apply, however Student Clubs can apply for funding to cover these costs.

For events/meetings being organised on behalf of an external or third party, bookings must be made through [Venues](#) as there may be hire fees associated.

Due to timetabling, lecture theatres and teaching rooms cannot guarantee a booking until the third week of semester. Also certain large or more prestigious venues may require a hire fee and bond as part of the booking process. These need to be reserved as early as possible (at least two weeks prior) as they get booked very quickly. Priority for rooms is for academic purposes.

Please note that catering is not permitted to be setup and/or consumed within any of the lecture theatres.

### Sporting Facilities

Please speak to your CLO who will be able to book any of the sporting facilities or spaces, e.g. campus ovals and basketball courts. Any charge that is applicable will be advised to the Student Club at the time of booking.



## **Equipment and Facilities in the Venue or Room**

If booking a venue or room, consider whether you need any audio visual equipment (e.g. microphones projectors, screens, etc.). Your CLO will be able to advise you of what equipment is in each space, however if additional items are required, your CLO will request these through the University IT department.

## **Room Bookings Need to Fit the Purpose**

The type of location booked needs to be appropriate for the planned event or activity, e.g. a lecture theatre or room is intended to have people seated with someone speaking or making a presentation, not for a dinner party or dance group.

Once you have decided on a space, complete the Event Request form via your Student Club's OrgSync Portal. For all room bookings, your Campus Life Officer will be liaising with the university and will require their approval. As such, Western Sydney University reserves the right to refuse any room booking that is deemed inappropriate.

## **Additional Charges**

- **Misc. Costs**

For certain activities or events that require special cleaning or security arrangements (e.g. evenings or weekends, events open to the community, events that involve alcohol or food being served, re-arranging of furniture, or events that involve entertainment), direct costs will be charged to your Student Club and will be advised during the planning process. Student Clubs may be able to apply for funding to cover these costs. These bookings may need to be handled differently so speak to your Campus Life Officer to determine the correct process.

- **Cleaning**

Regardless of the location or the type of event/activity, Student Clubs are required to leave the area in a clean, neat, tidy, and useable condition. The majority of teaching spaces are cleaned daily. If your booking requires repairs or additional cleaning, costs will be charged to your Student Club. Think about any extra cleaning that may be required and include this in your funding application.

- **Security**

For seminars, meetings, or small scale bookings during normal university business hours, additional security is not generally required. However, for evenings or weekends, events open to the community, or that involve alcohol or entertainment, security guards may be required. Western Sydney University has a strict security policy for events involving large numbers, alcohol, or other high risk events. However, as an indication, a minimum of two (2) Western Sydney University security guards will be employed for the first 100 people and one (1) for every 100 people thereafter.

Security costs will be charged to your Student Club and will be advised during the planning process. Student Clubs can apply for funding to cover these costs.

- **Furniture & Equipment**

If any furniture and/or equipment items are moved during your Student Club event/meeting, all items must be returned to their original locations or additional logistics fees may apply.

## CLUBS CAMPUS FORUMS

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Clubs Campus Forums assist in the development and coordination of Student Club events and activities, and encourage increased participation by facilitating social interaction and networking for Student Club representatives.

The forums also provide input to Student Clubs related issues such as:

- Student Club policies
- Student Club guidelines
- Student Club funding
- Student Club structures
- Orientation – O'Week and Clubs Week
- Training and development opportunities
- Levels of support
- Campus amenities and facilities
- Student Club appointees to the Student Clubs Advisory Group (SAG)

### Club Campus Forum Membership

Membership of the Clubs Campus Forum includes:

- Up to two (2) representatives from each recognised Student Club who are enrolled at that campus
- Campus Life Officer
- Student Clubs Officer (Forum Secretary)
- Campus Life & Student Clubs Coordinator

### Club Campus Forum Meetings

Clubs Campus Forums are held at least twice each semester, or other times as determined by the Forum, and are also responsible for setting the meeting dates. Forum members can submit agenda items up to five (5) working days prior to the forum meeting to the Student Clubs Officer.

All meeting documentation will be distributed by the Forum Secretary by close of business three (3) days prior to the date of the scheduled meeting. The Forum Secretary and/or Chair will follow up on the progress of outstanding action items for report at the next meeting.

**PLEASE NOTE** - Non-attendance at these and other Student Clubs events will be taken into consideration when funding requests are made and can impact on the amount of funding your Student Club may be eligible for at any time.

### **Clubs Campus Forum Appointees**

Each Western Sydney University recognised Student Club on the campus will elect or appoint up to two (2) Forum representatives and must advise the Student Clubs Officer in writing. As stated above, these representatives must be enrolled at that campus.

All representative positions to the Club Campus Forum require re-election at the commencement of each academic year.

### **Clubs Campus Forum Chair**

At the beginning of each year the Student Clubs Officer will take the Chair to allow nominations to be called for the position from the student forum members present. A vote is then taken and by simple majority (i.e. show of hands) the Chair is elected. However if no one is interested in acting as Chair, then a Student Clubs staff member will assume this role.

Students are able to nominate themselves to the SCC via OrgSync, where a nomination form will be made available. SCC representatives will then be appointed by a majority vote, conducted online through the SCC election form located within OrgSync.

Where a Clubs representative position on the SCC's fall vacant, the Clubs Campus Chair may call an election in order to re-elect the vacant position at the next Club Forum. Voting to take place from those present at the forum.

Appointed SCC representatives will be advised by the Secretary in writing to the SCC. Club Campus Forum appointees are permitted to serve a maximum of two (2) consecutive terms on the SCC. Where possible, SCC representatives should be from different Student Clubs.

## STUDENT CLUBS ADVISORY GROUP

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The Student Clubs Advisory Group (SAG) is a peak body forum to discuss issues on behalf of all Student Clubs for both campus based and university wide issues. It will assist in the development of Student Clubs by providing input into systems, processes, and policy guidelines. It will also have responsibility for the approvals process for all Special Purpose Funding bids submitted by Student Clubs.

The group aims to improve the overall student experience at Western Sydney University by providing feedback and suggestions in relation to issues associated with Student Clubs such as policies and guidelines, funding, structures and support.

The Student Club Advisory Group will consist of the Student Clubs Representatives to the SCC from each Clubs Campus Forum (two from each campus), and the Chair and Vice Chair of each Clubs Campus Forum. If these representatives are unavailable or unable to assist with the Advisory Group, Student Clubs staff will work with the Student Clubs Reps to the SCC and/or the Chair to find suitable replacements from the campus.

The following staff will also be invited to attend meetings:

- Student Clubs Officer
- Campus Life & Student Clubs Coordinator
- Community Services Manager
- Executive Director Student Representation and Participation (or representative)
- SSAF Working Party representative
- Other university staff as may be required or beneficial

## OTHER INFORMATION

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### Risk Assessment

To ensure the health and safety of members and guests attending your Student Club events or activities, you need to think about potential hazards or situations that may cause injury. It is important to ensure you eliminate or minimise any problems.

Typical hazards and risks to consider include:

- Are extension leads exposed? Can they be taped down or moved to ensure they are not trip hazards?
- Are ropes anchored properly?
- BBQs – one of the highest risk activities – see the section, [BBQs on Campus](#).
- Are cars parked in safe areas? Will any cars need to be driven through crowded areas? How will this be managed?
- Have you set up your equipment/inflatable's etc. on level ground?
- Are sound systems in appropriate areas? Are they too close to lecture rooms/offices?
- Is first aid required for your sporting event? What will you do if there is an injury?
- Is staging required? Is it set up and secured properly?
- Do you plan to have alcohol at your event/activity? Will you be supplying water and food? Have you organised security to be present?

For further information on how to run a safe and enjoyable event visit [Western Sydney University WHS](#).

### Development Opportunities

Student Clubs staff will provide opportunities for Student Club representatives to develop their skills and to network with other Student Clubs via training workshops on topics such as leadership development, team building, event planning and marketing. These are free of charge for Student Club representatives to attend and will be of great benefit to your Student Club as well as in your personal and professional lives.

The Clubs Campus Forums and Student Clubs Advisory Group will have the opportunity to work with and provide input to Student Clubs staff on identifying what sorts of training workshops are appropriate.

## **Recognising Student Club Achievements**

Every year the enthusiasm and contribution of Student Clubs are recognised at the annual Student Clubs Awards Night. All Student Clubs are eligible to be considered for nomination and any Western Sydney University student or staff member may nominate a Student Club. Nomination forms are available from OrgSync or discuss further with your Campus Life Officer.

The award categories are:

- Best Student Club on each Campus
- Best Student Club Overall at Western Sydney University
- Best Newly Formed Student Club
- Best Student Club Event
- Best Student Club Leader

Nominations are judged on the following criteria:

- Level of achievement in attaining the main objectives of the Student Club;
- The extent to which your Student Club contributes to campus life and student engagement;
- The level of support or contribution from Student Clubs and/or Student Club members;
- Successful management of events including the creativity and innovation in the organisation and promotion of events.

Nominations will be assessed by a group consisting of Campus Life Officers, Student Clubs Officer, Campus Life & Student Clubs Coordinator, and others as required.

## **Insurance**

Approved Student Club activities and events listed on OrgSync that are conducted on Western Sydney University campuses are covered by relevant insurances. Some identified high risk activities, or those that are conducted off campus, may need special coverage. For example, certain injuries related to sport and other potentially hazardous activities may not be covered and students are recommended to arrange personal accident insurance or to check details of coverage for other insurances that may be in place when registered in competitions. It is always wise to contact your Campus Life Officer for insurance coverage details.



## **Campus Safety and Security**

Safety and security is important to Western Sydney University and each Student Club needs to be mindful of the significance of safety for the campus community. Campus Safety and Security staff are available 24/7 on all campuses and can assist with any safety or security related matters. Security staff are also first aid accredited and should be your first point of contact in any campus emergency situation.

Western Sydney University Campus Safety and Security can be contacted on 1300 737 003 (24 hour security hotline), or ext. 2300 from any fixed internal phone on campus. In an emergency, you should call 000 first, and then Campus Safety and Security. For non-emergencies, call the Police Assistance line on 131 444.

Please refer to the university website for further details - [Campus Safety and Security](#).

## **Alcohol**

No alcohol is to be served at any Student Club event on campus without approval. If you are intending to have alcohol at your event you must hold your event in a licensed venue or seek to obtain a temporary liquor licence for the function. The University has a number of policies on the consumption and supply of alcohol at social events see: [Responsible Service of Alcohol Provisions](#).

An event that is approved to have alcohol will most likely be required to have security present. This will be an additional cost to your event and you must factor this in when planning.

**Please note** - There will be no funding provided to supply alcohol to any student clubs.

## **Privacy Statement**

Information, personal or otherwise, provided to uwsconnect Ltd via relevant Student Clubs interaction on OrgSync or other forms of communication with Student Clubs staff, is used for the purpose of Student Clubs communications and any associated activity relating to OrgSync. It also includes uwsconnect Ltd promotions encompassing media activities and for archival purposes. This information will remain confidential at all times except for disclosure with your consent, or which is otherwise required by law.

We may use your information to advise you about other services or facilities which we offer unless you advise otherwise. The provision of information is voluntary, however, if this information is not provided, uwsconnect Ltd may not be able to effect the purposes for which the information has been provided or collected. You may request to access your submitted information and have the right to alteration or cancellation of personal information in accordance with the Privacy Act. This may be done by contacting the Western Sydney University Privacy Officer on (02) 9678 7900, or via email – [privacy@westernsydney.edu.au](mailto:privacy@westernsydney.edu.au).



### **Additional Documents and Forms**

To access forms referred to in this handbook (e.g. Budget Request Form) please contact your Campus Life Officer, the Student Clubs Officer, or the Campus Life & Student Clubs Coordinator or use links in the [Attachments and Links](#) section of this document.

If you require additional assistance such as a model constitution, profit and loss template, information on meeting procedures, or executive role responsibilities please contact the Student Clubs Officer or use links in the [Attachments and Links](#) section of this document.

**Please note** - an example Event Permit has been included in the Attachments and Links section however these must be completed and submitted via OrgSync. To make an event request and submit an Event Permit, log into OrgSync and head to the events section of your Student Club portal.

## FAQs

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**Q: What is the difference between a club, group and society?**

**A:** Groups tend to be small in membership numbers and operate fairly informally. Other more established groups such as clubs, societies, associations, or collectives generally have higher membership numbers, are more formally structured and have an ongoing role within the university. For the purpose of this handbook, the term “Student Club” is used to refer to any of the above types of student groups.

**Q: How do I form a Student Club?**

**A:** Talk to your Campus Life Officer first. They can arrange for you to complete a New Organisation Registration form on OrgSync.

**Q: What are the typical Student Club categories?**

**A:** The typical Student Club categories are:

- Course related
- Cultural
- Political
- Religious
- Social
- Sporting

**Q: How can I apply for Student Club Funding?**

**A:** Apply online using [OrgSync](#) or speak with your Campus Life Officer.

**Q: Can I hold my activities anywhere on campus?**

**A:** No, you can only hold your event/activity in certain places on campus, and only with the prior approval of Campus Safety and Security, Capital Works and Facilities, and Campus Life and Student Clubs staff. This is organised via OrgSync, and is a straight forward process. Your Campus Life Officer can advise you on a good location for your event/activity.

**Q: Where can we advertise?**

**A:** There are a number of ways you can promote or advertise on campus. There are notice boards, poster pillars and a-frames especially for Student Clubs that you can use for posters, etc. Advertising material cannot be put on any windows, doors, or walls. Make the most of Facebook, digital signage, and OrgSync. You can also organise to have an information stall.

**Q: Who do I go to for help with my Club?**

**A:** Contact your Campus Life Officer, or you can email the Student Clubs Officer or the Campus Life & Student Clubs Coordinator.

**Q: What student clubs currently exist at Western Sydney University?**

**A:** See our comprehensive list by logging on to OrgSync and clicking Browse Organisations.

**Q: Do all Student Club members need to be Western Sydney University students?**

**A:** No, but all Student Clubs are required to maintain a minimum of ten (10) students, with at least 60% of the club members being currently enrolled Western Sydney University students. For example if your total Student Club membership is twenty (20), it is expected that at least twelve (12) of them are current students with only current students able to have voting rights on club activities.

**Q. Do we need to have a constitution?**

**A:** Yes - all clubs require one. Large clubs who have memberships and operations that include community based members and or additional sponsorship arrangements for fundraising for the club, should maintain a formal constitution. Smaller clubs can simply adopt the Model Constitution and include a statement of purpose and operational guidelines. If you wish to have a constitution to help run your Student Club, you can speak to your Campus Life Officer. Your CLO can provide a constitution model for you to follow, or you can develop your own. Clubs should discuss requirements with their CLO and at a minimum maintain an operational guideline document to refer to.

**Q: What resources are available to Student Clubs?**

**A:** Heaps! And if you think of anything else that might be useful for us to have, let us know and we'll consider getting it.

- BBQs
- Meeting spaces
- Digital camera, colour photocopier, scanner, printer, laminator
- PA system and microphone
- Tables and chairs
- Graphic design
- Possible storage space for Club assets

**Q: How do I get a stall in O'Week?**

**A:** Get in early! Contact your Campus Life Officer.

**Q: Do I need to use university catering?**

**A:** It depends on the type of catering required. It is necessary that food safety and hygiene is ensured.

**Q: Can funding be used for intervarsity association activities?**

**A:** Yes, so long as it meets the criteria and other requirements.

**Q: What if I want more information?**

**A:** Contact the Student Clubs Officer.

## ATTACHMENTS AND LINKS

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- [Model Constitution](#)
- [Basic Budget Template](#)
- [Risk Assessment Document](#)
- [Example Event Permit](#)
- [Student Clubs OrgSync Manual, 2016](#)