

FUNDED CLUB AFFILIATION CHEAT SHEET



What things should you have ready before you submit your funded affiliation form?

1. **CLUB NAME**
2. **CLUB TYPE.** Are you a Social Club (your club serves a social, sporting or general interest purpose), Academic Society (your society is primarily about developing academic skills in a particular discipline or course) or Equity Collective (your collective is focused on representing an equity group i.e mature age students, queer identifying students etc). If unsure, we welcome you to email through to secretary@ecuguild.org.au and suggest what you have in mind and what club are you thinking to build? The Guild will be able to point you in the right direction.
3. **PURPOSE:** Describe how your club objectives and purpose directly relates to, and benefits enrolled students at ECU. *For example the ECU Malaysia Club aims to create a welcoming environment for ECU Malaysian students and aide in their transition to study in another country whilst also promoting the Malaysian culture and food to all students at ECU. The ECU Mature Age Student Network aims to connect mature age students to their peers and provide support and representation in University and campus community matters.*
4. **CLUB EMAIL:** this should NOT be a student or personal email address. A Gmail is easy to create and can be accessed by members of your club committee.
5. **LOGO:** Every club needs a logo. If you're not artistically inclined you can send us your preferred colours and ideas or examples you like and we can design something for you. Remember that simple logos are often the easiest and cheapest to transfer to embroidery and merchandise. The more colours and detail, the more expensive printing that logo becomes.
6. **CONSTITUTION:** By having a constitution, you can have a process to deal with memberships, committee members, finances and complaints. There are [example constitutions](#) that you can amend to fit your club.
All rules must have an anti-bullying policy as clubs should be welcoming places for everyone.
7. **CLUB EVENT OR ACTIVITY PLAN:** Part of the affiliation conditions is that a club hold two events on campus per semester, one of which is open to all ECU students. There are [example plans](#) available. When planning events think about costs, locations and give us a general idea of the set up you want.
8. **SOCIAL MEDIA OR WEB LINKS:** Some clubs prefer to have a Facebook, Instagram or website. Please list your social links here so the Guild can monitor and share your events and posts.
9. **DETAILS OF ANY BANK ACCOUNT HELD BY THE CLUB.** Please note with the introduction of Vasco Pre-Paid cards to funded clubs a bank account is no longer mandatory. All Guild funds will be transferred and should be transacted via your club's VASCO pre-paid card. But if your club has an additional club's bank account then then Bank Name, BSB and Account Number and Account Signatories should be provided to the Guild.
10. **AFFILIATIONS:** Is your club a branch/contingent of an external organisation, or is it formally associated with a registered political party? As part of the Guild's constitution we cannot fund or provide free services to clubs associated with political parties. If you're associated with an external organisation – like an industry body – you must detail this in your affiliation

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application. Also let us know if you receive funding or assistance from any external organisations or ECU Departments.

- 11 **COMMITTEE MEMBERS.** Clubs must have 5 committee members. All committee members must be currently enrolled ECU students and Guild members. Alumni or non-students cannot be committee members.

Please ensure you have the following information for all your committee members:

- Name, ECU Email, Student ID, Contact Number, Committee Position.

Whilst Committee positions may vary, you must have a President and a Treasurer.

THINGS YOU SHOULD KNOW

GUILD FUNDED AFFILIATION POLICY – [this is the document](#) that sets out everything you need to know about clubs, affiliation, and funding and club responsibilities. You must read this before you submit your application to ensure you understand the responsibilities of affiliating a club. If you're unsure about anything in the document feel free to contact the Guild General Secretary.

AGM GUIDELINES. An AGM (Annual General meeting) must be held annually. If you're not sure what is required at an AGM you can contact the Guild General Secretary or your department Vice President.

YOU'RE APPROVED! – NOW WHAT?!

MAINTAIN A MEMBERSHIP REGISTER. Usually the job of the club secretary – you can now do this via our new QPay system. As part of the affiliation policy you need over 51% of your members to be ECU Guild members. By ensuring your members sign up via your QPay link, you can keep track of your members and how many are ECU students. Then you can easily download a spreadsheet when it's time to complete your club reports.

COMPLETE YOUR CLUB REPORT. Why is this important? The Guild insurance covers clubs for some of the activities they run, without this report our insurance doesn't know what to cover us for! We also use this report in our quarterly report to the University to ensure we spent our SSAF funding transparently and investing back into student life.

KEEP YOUR RECIEPTS. Don't forget to keep all the receipts from your club purchases so your club treasurer can keep track of the money you're spending. You also need to produce receipts for the Guild finance team to reimburse your club. For amounts below \$200, please see the [Float Top Up Form](#) for submission of float top ups. For amounts above \$200, please email your relevant Vice President's to seek approval before the purchase.

KEEP IN CONTACT: Remember to keep in contact with the Guild and notify your Vice President if you make any changes to your constitutions, committee members or if you're planning events. 2 mandatory tickets to all ticketed events should be reserved for the Guild President and your Vice President or their nominees. We're here to help and to contribute to the success of your club!

From all of us here at the Guild, we wish you the best of luck, and we will see you on the other side!