



Student Clubs Handbook 2026



EXEC MEMBER GUIDE
Your Guide to Managing a Student Club in
2026.



Welcome to 2026

WELCOME FROM THE CLUBS TEAM

Hi, we're looking forward to working with you and seeing all the amazing contributions you'll make to student life at La Trobe this year.

Clubs are the heart of University life and a vital component of building communities on campus. Being an Exec or taking on a committee role can feel a little daunting but it's a really rewarding experience! We promise, you'll have lots of fun and get so much out of it!

We won't lie - there are formalities and paperwork which might seem a little difficult but we're always here to help out and provide support no matter what stage your club is at.

This pack outlines some key information, guidelines and processes that you'll need to know. But it definitely doesn't cover everything. Some things have changed this year so even if you have been an exec previously we recommend you read this guide.

We'll run regular training, Info Sessions and catch ups to help you do you!

Thank you for all the work you do for your Club. We're really excited for what's to come!

What's in this guide



2025 overview

Headline changes

Club Exec Roles

Club Requirements

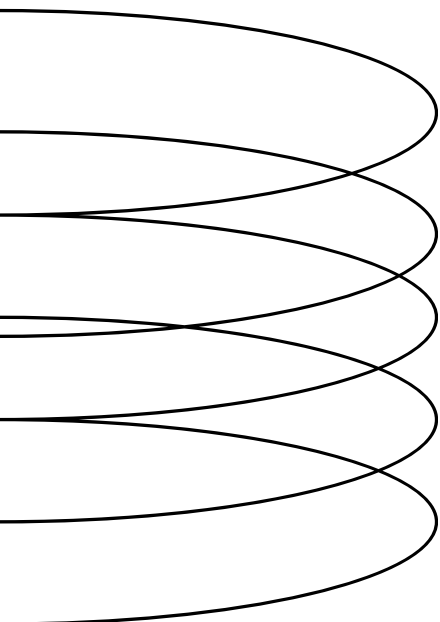
Support

Timelines

Training Calendar

2025 was busy...

- **94** Affiliated Clubs
- **4,888** Registered Members
- **2008+** Club Events
- **466+** Event Registrations
- **48,500+** Attendees
- **10,000+** Work Requests
- **\$305,000+** Grants awarded



Key Changes



There are a lot of changes for 2026 we hope they will all be positive and encourage you to read the constitution and ask lots of questions - some of these changes are due to changes in Government funding, changes in staffing or just to make things clearer and easier for you to manage.

Changes in Clubs

1. NEW CONSTITUTION

In 2025 we reviewed the clubs constitution, thank you to everyone who submitted feedback on what worked and what was less successful. The changes are designed to provide clarity for your members and is easily referenced. The constitution is a key accountability measure for members and while it is not an exciting read it outlines the rights and responsibilities of clubs. Your constitution should: help members understand your purpose, responsibilities and accountabilities

2. CHANGES TO AFFILIATION

The Clubs Team recognised that our affiliation process was very complicated so we have stripped it right back to the basics.

To affiliate a Club needs to:

- Have evidence of an elected Exec team
- Have evidence that the club membership wishes to affiliate
- Have an up to date membership list
- Club Contact details in order
- WWCC for exec
- Affirmed constitution

Affiliation has been separated from financial support.

Clubs wishing to receive funding including annual grants and activity grants will be required to have a Treasurer complete finance training and complete an annual budget prior to receiving funds.

3. CHANGES TO GRANTS

In 2026 we are changing the way in which we manage grants. Clubs wishing to apply for club grant funding will need to be able to demonstrate that they have undertaken the required training in order to be eligible.

Grants will only be assessed on the information provided at application- clubs team will no longer seek further information/ clarification on your application. Where information is inadequate or incomplete the grant request will be automatically rejected- as a general rule it is good to remember that the grant process is competitive and a submission does not guarantee being awarded a grant.

The grant rounds will be open for a shorter period of time so it is recommended that clubs plan ahead.

Grant outcome decisions are final.

More Changes in Clubs

4. CHANGES TO EXEC OBLIGATIONS

In 2026 each executive role has with it an associated training requirement as part of the role. These trainings have been chosen as they help execs manage some of the trickiest aspects of their role. While we encourage all exec and general committee to attend all available trainings the following are a must:

President: ClubCon

Vice President: Bystander Training

Secretary: AGM Training

Treasurer: Finance Training

Most training will be available across the year but we strongly recommend exec attend their training as early as possible in their term of office.

5. REFERENCE GROUP

The Clubs Reference Group is a new group established in Student Life & Leadership Programs (Clubs Team) and designed to help us ensure that changes and significant developments in the management of the Club programs through Student Life are member informed.

In 2026 the reference group will meet a minimum of 4 times (quarterly). Membership of the Reference group is open to students who are elected members of a club exec team. Nominations will be sought in early 2026 and terms of reference available via linktr.ee.

6. ANNUALISATION

Affiliation is moving to an annualized process in 2026. As part of the change Clubs will be required to complete the affiliation process in full by March 31.

Clubs who do not successfully complete affiliation by March 31 will generally not be permitted to affiliate for the year. If your club is having difficulty meeting affiliation requirements Student Life encourages you to talk to the Clubs Team as soon as possible.



Understanding Exec Roles



What is the exec?

As an Exec, you take on responsibility for the overall development and operations of the club. You are a key member in ensuring your club sets and achieves its aims during the year, meets its governance and administration requirements, and provides a democratic, inclusive space for members.

Your overarching responsibilities as a team are to:

- Be accountable to your members for the decisions that you take on behalf of their club
- Represent the club fairly and honestly
- Ensure that your club is democratic, open and inclusive
- Develop and deliver a program of events and activities across the year for members
- Act in the best interests of the club membership



CLUB PRESIDENT

The President is often seen as the most senior role within a club. The President heads up the Exec team and holds responsibility for overseeing the smooth running of the Club and in ensuring that it is meeting its purpose. The President oversees a club's annual plan and works to guide the Executive and Committee to fulfil that plan, as such the President is expected to have visibility and understanding of all of the activities undertaken within the Club during their term of office.

The President is expected to have a close working relationship with the Clubs Team, will chair Executive and General Committee meetings, member meetings and the AGM.

The full list of Presidential responsibilities is available in section 4.11.1 of the Club Constitution.

VICE PRESIDENT

The Vice President (VP) works closely with the President to achieve the goals of the Club, paying particular attention to member engagement, feedback and stakeholder engagement. The VP plays an important role in supporting and mentoring the General Committee members and is expected to have a strong working knowledge of the Club Constitution and have undertaken Bystander Training. The VP helps to ensure the Club has a plan for the year and guide the Executive to fulfil that plan and acts as Chair in meetings if the President is unavailable.

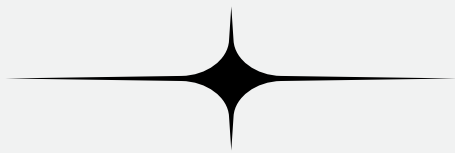
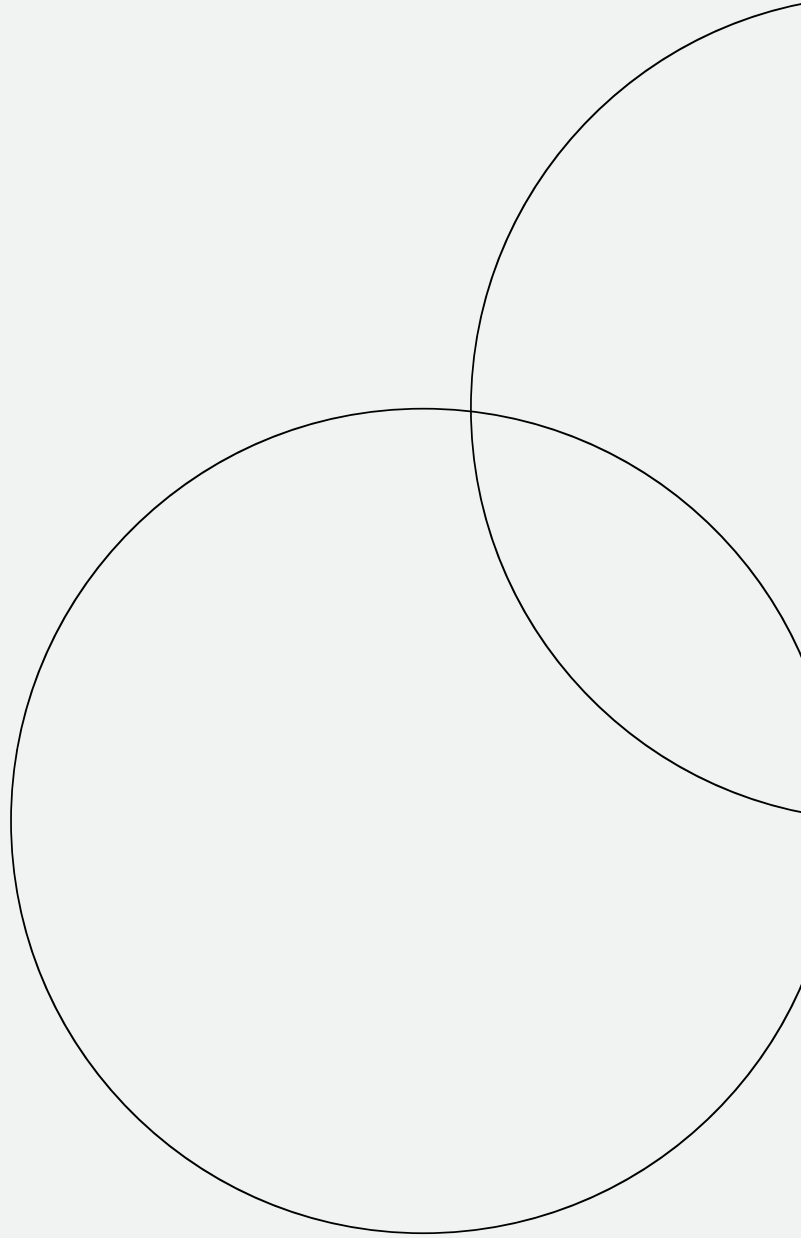
SECRETARY

A vital part of any executive team, the Secretary has responsibility for overseeing all of Club operations and communications/ messaging including:

- Organising meeting agendas,
- Circulating meeting minutes,
- Overseeing/ approving social media messaging
- Communications with members
- Managing membership lists and details

The Secretary also has a role in keeping the President and Treasurer accountable for timely application and acquittal of grants.

The role is complex and rewarding and as such there is lots of support available from the Clubs Team for Secretaries. Secretaries are asked to undertake AGM Training.



TREASURER

The Treasurer plays an important role in managing club financial health. This includes active management of the Club ensuring that the Club is not in debt and that all funding provided to the Club is spent in accordance with SSAF and University regulations including the recording of receipts and invoices. The Treasurer also oversees Grant applications and acquittals.

The Treasurer must be able to provide up to date record keeping upon request and guides the exec team on how they may use their funding well. The treasurer must also provide an annual report to members at AGM accounting for all spending on their behalf. The treasurer must attend Finance Training through clubs prior to the club receiving any funding.

Being an Exec

Being an exec can be the most difficult and also the most rewarding challenge a student can choose to undertake while studying at uni. It also gives you the opportunity to work on the top 5 employability skills of:

- Communication
- Critical thinking and problem solving
- Teamwork and collaboration
- Adaptability
- Ethics and responsibility.

All this while having fun, building community and hopefully creating a legacy that will outlast your time at university.

As an Exec, you take on responsibility for the overall development and operations of the Club. You are a key member in ensuring the Club achieves its aims during your term of office, and meets its governance and administrative requirements, and provides a democratic, inclusive place for members.

This includes:

- Reading the club's Constitution and ensuring the club meets the requirements set out within, including that all decisions, events, financial spend and activity are undertaken in line with the club's Constitutional aims
- Ensure that the club is democratic, inclusive and open to all members, whose wants are listened to
- Plan for succession, identifying and preparing members to run at the next AGM
- Organise run committee meetings, ensuring minutes are ratified and available to members

Day-to-day, all Exec must:

- Submit forms and requests on time and meet deadlines
- Update the Clubs Team on club activity, plans and changes
- Check your Club Email Address (even outside of semester)
- Read the Clubs Team Newsletter and any other comms sent by the Team
- Attend required Clubs Team training sessions

RESIGNING FROM EXEC

Exec and Committee roles are always voluntary, we recognise that sometimes life circumstances mean you may no longer wish to fulfill your role as a club exec. Before making a decision we ask that you speak to your fellow executives and the Clubs Team, that way we can make plans to support your Club while they find a new Exec to fill the role.

General Committee

General committees vary from club to club based upon what support the Exec need in order to successfully run the club on behalf of its members. Like the Exec, committee members give up their time to help the club achieve its goals across the year and are vital to the success of the club. The difference between the two groups is that ultimately the Exec are directly accountable to both members and the university for the undertakings of the club.

Common committee roles may include roles like:

- Social Media Coordinator
- Education Coordinator
- Events Coordinator
- Equipment Coordinator
- Alumni Liaison

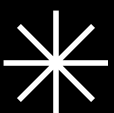
General Committees are important to help you achieve and to find great people to become the next team. The size and structure of your committee is up to you & your club.

Succession Planning

One of the most important things an exec can do is succession planning- identifying and helping train other people to take on the responsibility of being an Exec after your term of office or time as a student comes to an end.

The Committee plays an important role in this. The Clubs Team recommends working closely with committee members to put on events and activities for your club, in preparing budgets and grant applications, in communications, minute taking and all aspects of the club. By sharing your experiences and providing opportunities for others to be involved you can help prepare the next generation to follow in your footsteps.

Club Requirements



Club Responsibilities

Clubs are a huge part of the University experience, creating community and connection, and supporting students to get the most out of their time at La Trobe.

Clubs are given a lot of freedom to self-govern and design their own events, projects and activities. In line with the freedom, there are requirements that all clubs must meet, in order to stay affiliated and run activities on campus and in the community.

As a minimum Clubs must:

- Meet the minimum number of members and Exec in order to affiliate,
- Have an approved Constitution, outlining the Club's purpose and governance requirements
- Have a club email address and logo
- Maintain accurate membership lists
- Hold an Annual General Meeting (AGM) and other relevant General Meetings, available to all members, either in person or online
- Have undertaken democratic elections for all Exec positions.
- Where a Club is Financial or Grant Ready maintain accurate budgets and financial record keeping and ensure all expenses are a permitted use of SSAF funding
- Undertake all activity in line with it's Constitutional purpose
- Act in good faith
- Follow any rules, requirements and deadlines, as set by the Clubs Team

Types of Clubs

The Clubs Team is happy to support all sorts of clubs, at La Trobe we generally group these into 5 categories and recognise that most clubs will fit into more than one category, they are:

- Academic
- Creative
- Community, Culture and Faith
- Politics & Social Justice
- Hobbies & Special Interest

For the most part it does not matter which category you fit into, but is reflected on the university website so choose a category that best reflects your club's purpose.

Note: Political Clubs are treated differently to other clubs as SSAF funding, the primary source of all Club funding has restrictions on use of SSAF funds for campaigning, recruitment to party and some other political purposes.

CLUB SIZE REQUIREMENTS

How many current La Trobe University students do you need to have an affiliated club?

Size	BE	BU	AW, CC, MI, OL &SH
Small	15	20	6
Medium	30	50	15
Large	60	100	30

Clubs may choose to open their membership to non La Trobe University Students, however the Australian Government requires that all university student clubs have a significant majority membership from current student of the affiliated university, only LTU students may have voting rights and hold Exec positions in clubs.

Non LTU students may have associate memberships only with restricted rights and the Clubs Team recommends charging this cohort fees in lieu of SSAF funding.



Clubs who are unable to meet minimum size requirements are encouraged to have a conversation with the Clubs Team about growing their membership.



Communication & Reporting

Central to being successful as a Club is communication.

ANNUAL GENERAL MEETING (AGM)

The AGM is one of the key ways you maintain accountability and transparency to the members of your club. Your AGM has a couple of important components to the meeting that need to be undertaken. As a minimum this includes adoption of the club constitution and any amendments for the following term. Electing to affiliate with La Trobe University for another year. Providing reports and updates from Exec on all events & activities undertaken, including discussion of finances received and expenditure on behalf of membership and goals / direction for the future, and electing an executive team for the following term.

The minutes of an AGM are technically legal documents and need to be an accurate account of the meeting. AGM and minute taking training will be supplied in 2026 to ensure appropriate compliance and procedures are undertaken in relation to these meetings.

MEMBERSHIP LISTS

Clubs must maintain a minimum 70% full members- that is current La Trobe students. Only full members count towards membership numbers for funding and only full members have voting rights in the club so accurate membership lists are vital to the success of your club. Your club will need to maintain the following details for all members:

- a. Full name
- b. Email,
- c. Associate or full member status,
- d. Student ID (if applicable),
- e. Date of birth,
- f. Course information (if applicable)
- g. Date member joined (for the current club year).

This record must be kept up to date.

Maintaining accurate membership records is especially essential if your club uses funding from the university, specifically the student services amenities fee (SSAF). The Australian Universities Accord 2024-2025 increased the scrutiny about how SSAF funding is used across the Higher Education Sector and as such, closer scrutiny about club membership where clubs are reliant on SSAF funding for operations means you will need to keep accurate records of who your members are. Membership cannot be assumed and membership must be updated/ affirmed annually.



A BIT ABOUT STUDENT SERVICE AMENITIES FEE (SSAF)

SSAF revenue can be spent on the provision of the following services:

- providing food or drink to students on a campus of the higher education provider;
- supporting a sporting or other recreational activity by students;
- supporting the administration of a club most of whose members are students;
- caring for children of students;
- providing legal services to students;
- promoting the health or welfare of students;
- helping students secure accommodation;
- helping students obtain employment or advice on careers;
- helping students with their financial affairs;
- helping students obtain insurance against personal accidents;
- supporting debating by students;
- providing libraries and reading rooms (other than those provided for academic purposes) for students;
- supporting an artistic activity by students;
- supporting the production and dissemination to students of media whose content is provided by students;
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- advising on matters arising under the higher education provider's rules (however described);
- advocating students' interests in matters arising under the higher education provider's rules (however described);
- giving students information to help them in their orientation; and
- helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

Providers may spend SSAF revenue to directly provide a service, to get someone else to provide a service or subsidise a service provided by someone else, or on infrastructure for the provision of a service.

Providers must not allow SSAF revenue to be used to support a political party, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body.

(source: education.gov.au)



EXECUTIVE MEETINGS

Keeping records of executive and committee meetings is always a good idea and can help prevent issues and disputes later on. It helps you and your team to be accountable to members.

The Clubs Team recommends adopting action minutes for this purpose.

Action Minutes are a useful tool for recording committee meetings. They are a concise and effective way to track outcomes, ensure accountability, and provide a clear record of what needs to be done, by when, and who is responsible for it.

Action minutes are meeting notes that focus solely on decisions taken, action items and assigned responsibilities and deadlines for completion and omit discussion details. They also help to give structure to meetings to ensure items and commitments are followed up upon. Circulating action minutes to all attending committee members and reporting on progress helps ensure accountability and progress.

GRANT ACQUITTALS

The Grant Acquittal is an important part of the grant process and is how a Club demonstrates that they have used grant funding for its intended purpose. This is especially important as Clubs funding is 100% funded by students through the Student Services Amenities Fee. It is also a good way for your exec to review the event or activity and learn from the experience.

Acquittals are required within one month of the event, activity or in the case of development grants purchase taking place, that was funded being conducted.

As part of the grant acquittal you will be required to provide evidence that your event/ activity took place and show a finalised budget of what it cost- for development grants acquittal is required within one month from the date of receipt of purchase.

In clubs we love to see photos of your achievements so be sure to include some pics!

Managing Elections

ELECTIONS

Elections should be democratic, anonymous, and fair and should be used to help ensure that the decision you take have the support of the group.

Elections for office bearers (Exec members) can only take place at your:

- Annual General Meeting
- Special General Meeting
- Inaugural General Meeting

Nominators and those nominated must have the opportunity to speak to their nomination prior to voting. A nominated member also has the right to refuse nomination. A candidate cannot nominate another person for the same role that they have accepted a nomination for.

Where an election is uncontested the sole nominee will be successfully elected. Where two candidates are running for one role the majority vote succeeds. Where 3 or more candidates are nominated preferential voting should be used to determine who is elected. This process is managed in the election by the returning officer.

Only full members may vote in elections.

RETURNING OFFICER

The Returning Officer is a trusted, unbiased person who ensures elections are undertaken correctly.

They can be anyone, as long as they are not actively running for a role or campaigning on behalf of someone else. Returning Officers are also able to vote (as long as they are a member).

Returning Officers calculate votes, as well as observe processes and are available for complaints. For some clubs, this may start early (for example, if there is any campaigning ahead of time) and they may be involved in planning how elections will be run, but can also be chosen at the meeting.

The Clubs Team is also available to act as returning officer on request.

QUORUM

Quorum is the number of attendees you need for the decisions taken in the meeting to be valid. The Clubs Program sets the quorum for all formal meetings including the AGM, member meetings and committee meetings.

Minimum number of eligible voting members attending to be considered quorate:

- Small clubs:** 4 / 25 %*
- Medium clubs:** 5 / 20 %*
- Large clubs:** 6 / 15 %*

*(*whichever is the greater number)*



Managing Finance

One of the biggest responsibilities a club has is ensuring that there are enough funds to pay for everything it does across the year/ term of office. Budgets and thoughtful planning make this a lot easier. As an affiliated club you should be seeking to spend the funding you receive in the year that you receive it but not spend more than you receive. (Especially if you are using SSAF funding through Student Life and the Clubs Team.) We recognize that this can feel somewhat daunting. That is why the Clubs Team is here to help with planning and budgeting your events and activities.

RESPONSIBILITY

While the Treasurer acts as head of finance, responsibility for the management of Club Finance sits with the Club executive team as a whole. Across the year the university will provide opportunities for financial Clubs to apply for grants to help fund club initiatives and operations. This is primarily via club Grants. All grant funding must be used for the purpose applied in the grant application process.

FUNDING

Most clubs will require funding to support their activities and engagements across the year. We call these Financial Clubs.

FINANCIAL CLUBS:

- Must have an elected Treasurer
- The Treasurer is required to undertake Finance training
- All of the Exec team must complete Reimbursement authorisation training
- Receive annual funding to meet some of the basic operation costs associated with running a club. This is commonly known as an affiliation or annual grant.

Club Size	Annual Grant Value
Small	\$500
Medium	\$1,000
Large	\$2,000

Annual Grants are paid in the week following the March 31st cut off for affiliation each year. Clubs who have not submitted their affiliation paperwork by March 31st may not be able to affiliate with the university in 2026.

Clubs seeking to affiliate for the first time are exempt from the deadline.



WBS

A club WBS is not a bank account, technically it is a project account within the university and is used to ensure that your clubs allocated funding is used by the club. Your WBS does not accumulate interest.

All funding from the university is comprised of SSAF funding and as such is meant to be spent in the year it is accumulated. This means that where external funding is provided to a club- whether through sponsorship, membership fees, fundraising or ticket sales the Grant SSAF funding is the first funds to be used from a clubs WBS account. Each year every Club should be planning to spend all of the funding provided by the university, excluding a small contingency.

DEBT

It is the Club's responsibility, and in particular Club executive responsibility to manage individual club budgets responsibly. Clubs are strongly encouraged to:

- Talk with the Clubs Team in advance of making financial commitments that may result in even a small amount of debt
- Talk with the Clubs Team if you are having difficulty managing club finances
- Keep an up to date budget including all financial reimbursement approvals

We know it is tricky and we are here to help!

Where a club executive team is found to have incurred debt to the university a range of actions may be taken in relation to the club. This may include:

- No further funding until the debt is cleared
- Removal of Grant Ready Status
- Removal of Financial Club status
- Requirement for a debt recovery plan

In cases of significant or recurring debt and in cases of misuse of Club funding, the University may:

- Seek to recover funding from club executive members
- Advise Club members of financial misuse
- Ban Club Execs from holding office in an affiliated Club
- Refer the incident for serious misconduct procedures
- Refer the matter to the police



FUNDING CONTINUED

Clubs requiring financial support beyond the annual grant may apply for grants. In order to be considered for a grant by the University the Club must demonstrate that they are Grant Ready.

GRANT READY:

- A club is considered Grant Ready where they can demonstrate that members of their executive have undertaken the following:
- Finance Training
- Event Planning Training
- Reimbursement training
- Attend the relevant Grant application workshop
- Can provide a Club Budget showing they have been tracking all expenditure

Grants

Outside of the annual grant there are two key forms of specific purpose grants open to Grant Ready clubs to apply for: Activity grants and Development grants.

Grants are a competitive process, as there are limited funding available through the University each year, as such, time and effort should be put into annual planning and grant planning yearly in a term of office. Do not assume that a grant will be successful.

Activity grants are used for specific event projects and should not be used to fund regular club activities, unless the Club has received prior permission from the Clubs Team.

Careful planning must be undertaken in order to ensure a grant is applied for well in advance of the desired activity. The event or project must be scheduled for no less than 3 weeks after the published outcome date for each grant.

Each grant application must provide evidence in support of all of the planned expenditure, this includes relevant and current quotes for expenses to ensure that budgets are complete and realistic. Clubs must submit a detailed budget using the clubs budget template as part of the applicant.

Incomplete or late applications will not be accepted.

Do not use AI to complete the grant application from- your application should be specific and in your club voice.

All grant decisions are final.

If you are applying for grant and have questions, experience difficulties or need advice on gathering evidence please book in a meeting with the Clubs Team.

Grant funding is only permitted to be used for its approved purpose. Where a club is no longer able to use the funding as applied the funding will be returned to the University for allocation in future grant rounds.

All grant recipients must complete a grant acquittal with one month of the event or activity or purchase taking place. Failure to complete a timely acquittal will impact future grant applications. Acquittal is essential as part of SSAF funding and compliance.

GRANT ROUNDS SCHEDULE 2026

Round	applications open	applications close	outcome
#1	Jan 19, 2026	Feb 1, 2026	Feb 6, 2026
#2	Mar 23, 2026	Apr 7, 2026	Apr 14, 2026
#3	May 25 , 2026	Jun 7, 2026	Jun 12, 2026
#4	Aug 10, 2026	Aug 23, 2026	Aug 28, 2026

Note: Additional grant rounds may be announced across 2026 via the Clubs newsletter but are subject to funding and not guaranteed.

DEVELOPMENT GRANTS

Development Grants are generally for items that may help your club or its members to develop or grow.

Examples include:

- Equipment
- Uniforms
- Prizes and awards
- Attending symposiums

ACTIVITY GRANTS

Activity grants are special events or activities that are out of the ordinary or cannot be funded out of annual funding.

Examples include:

- Balls
- Parties
- Conferences
- Celebrations
- Workshops
- Competitions

Making Payments

There are currently 3 key avenues for accessing and spending funds in your Club's university account (WBS).

- Reimbursements
- Invoices
- via the LTU Student Life Team Credit Card.

Each method has its pros and cons, but it is important to understand how all three work so that you can make the best decision in relation to managing your funds and relationships with vendors responsibly.

For each method of payment authorisation needs to be provided by the Club Treasurer along with another member of the Exec team who has undertaken the necessary financial authorisation training.

INVOICES

Invoicing can seem like a formal process but is a very normal business "procurement" practice.

It may feel a bit daunting and complicated at first, but it's pretty straightforward once you get the hang of it.

This is the best option for payment as money goes directly from your WBS to the Vendor and no students are out of pocket.

The steps are:

- Treasurer submits the invoice to the Clubs Team through the Clubs Finance Requests Form
- The Clubs Team processes the invoice and sends to Accounts Payable
- Accounts Payable pay the invoice as per their terms with the Vendor- This is usually 30 days from the end of the month. Invoices can take 2-8 weeks to be paid, depending on the \$\$\$ amount and the vendor (the organisation who you are working with).

If you are spending over \$5,000 or the vendor will be used more than once a year (by your club, other clubs and/or University staff), they must be set up as a formal vendor on the University's Finance systems. This can take additional time.

For all purchases over \$5000 you will also be asked to provide evidence that you obtained value- this is usually done by providing an additional quote.

If you are spending less than \$5,000 and they'll only be used once a year or less, we process it as a one-off invoice.

When you submit the invoice to be paid, let us know if you think it is a 'formal vendor' or 'one-off payment' situation. It's okay if you're not sure.

We will also check on the system to see if they are already set up with the Uni.

The more notice the Clubs Team have, the more we can help you!

TIPS FOR INVOICES

Invoices must be addressed to **'La Trobe University'** and:

- ✓ Include an ABN*,
- ✓ Include an Invoice Number and
- ✓ Include an Invoice Date
- ✓ Include Banking Details (BSB, Account Number, Account Name)
- ✓ Detail GST (as applicable)

*If the Vendor does not have an ABN, they will need to supply a **"Statement of Supplier"** which details why they don't have an ABN.

We also need the contact details of the Vendor (Address, Email, Phone). If this isn't included in the Invoice, add it in the form.

Errors in invoices result in rejection by the accounts payable team in the university and results in lengthy delays in processing payments so it is worth getting everything right before submitting.

Invoices are paid on Thursdays.

It can take 2-8 weeks to process and pay them, so get them in early!

If you have a short turnaround or need something paid asap, you can select a higher or urgent priority when submitting the Clubs Finance Requests Form.

Depending on the circumstances, we may be able to facilitate a quicker turnaround on payment. We won't always be able to get it across the line, but we'll work with you, the Accounts Payable Team, and the Vendor to facilitate payment/purchase.

Conflict of interest applies in the use of vendors and entering into financial relationships on behalf of the club- please talk with the Clubs Team before entering into a financial relationship with someone you have a relationship with (friend, club member, family, partner) to check it is okay.

Again, we're here to help and support you

- so always just get in touch! We're happy to support you in communicating with the vendor.

All Invoices must be submitted via the Finance Form. Find it at linktr.ee/ltuclubs

STUDENT LIFE CORPORATE CARD

We know sometimes emergencies come up, or certain payments can only be made with a credit card, so we have one especially for these situations. Just get in touch and we can facilitate making the purchase on your behalf.

All Credit Card Payment requests should be submitted via the Finance Form.

Please ensure you provide details on how it needs to be paid (eg is there a phone number to call, an online payment link or another method?).

As standard, we process payments on Fridays, but can occasionally support out-of-timeline payments, if you're in real strife.

Submit Corporate Card queries via linktr.ee/ltuclubs.

STUDENT REIMBURSEMENT PORTAL

The reimbursement portal is designed for small transactions made by members, to claim back to their own bank account. It is not designed for significant purchases. Only **Financial and Grant Ready Clubs** where the Executive have successfully completed **Reimbursement Approver Training** are permitted to use the portal.

Below outlines how it works:

Student spends money and collects a Tax Receipt (not an EFTPOS receipt!)

The student submits a request for a reimbursement via the [Reimbursement Portal](#):

Two members of the Exec (one being the Treasurer) assesses the request and either approve or reject the request assessing:

1. Is there adequate funds in the WBS to cover this cost?
2. Is there appropriate evidence of expense incurred?
3. Was this an approved purchase on behalf of the club?

If approved, the reimbursement request is forwarded to Finance who process the payments (on Mondays and Thursdays)

The student who spent the money then receives their reimbursement. This can sometimes be a little slow so should not be used for larger expenses or if likely to result in financial distress.

So basically you (or a member of your club) spends money, submits a reimbursement request and the funds are paid into the bank account linked to your (or their) Student Online information.

As the Exec, you have a responsibility to ensure the proper spend of your Clubs Funds and to check that all claims are legitimate... especially the evidence!

TIPS FOR REIMBURSEMENTS

The Club Exec will receive an email notifying them that a reimbursement has been claimed against their Club. Two Exec members must then approve the request for it to be sent to Finance to be processed.

If you're assessing the request, you should check the following:

- Has the Treasurer confirmed there are the funds to pay the request?
- Does the claim relate to a club event, project or activity? If so, has the event been registered with the Clubs Team?
- Is the claim entirely for club use and aligned with the clubs purpose?
- Does the \$ amount claim match the receipts?
- Have they included a proper Tax Invoice or Receipt for proof of purchase?

If the answer to any of the above is No or you are unsure, the Exec should reject the request and contact the student directly - they can always submit again. If there are issues, the Clubs Team can help at this stage!

If everything is fine and dandy, the Exec should click 'Approve' and the reimbursement will be paid!

Make sure to record all of these expenses against your club budget

It's important to remember that, as the Exec, you have a responsibility to ensure the proper spend of your Clubs Funds and to check that all claims are legitimate... especially the evidence!

The University can get audited about the legitimate use of SSAF funding, including all spending within students clubs and therefore individual Clubs must take this responsibility seriously.

Any Club Execs found to have not undertaken due diligence in authorisation of payments via the student reimbursement portal may have their authorisation removed from them for the remainder of their term of office.

Purchasing Gift Cards

La Trobe has **restrictions** on the use of Gift Cards.

Whilst gift cards provide benefits for many organisations, one of the key risks identified by Australian Transaction Reports and Analysis Centre (AUSTRAC) is the misuse of prepaid gift cards to store the proceeds of crime and move them across international borders. While there are changes within the gift cards and banking industry to minimise their risk and also reduce the administrative burden that arises from compliance with the Anti-money Laundering and Counter-Terrorism Financing Act (AML/CTF Act) the University at present only allows us to arrange the following types of gift cards/vouchers:

- **Coles Group Gift Cards**
- **Corporate Prepaid Gift Cards**
- **Prezzy Gift Cards**

Gift cards are permitted to be used:

- ✓ Where the gift card is a token of appreciation e.g. research participants or guest speakers
- ✓ Where the gift card is provided as an award and prize

Gift cards should not be used for the following:

- ✗ A gift card should not be used as payment for the provision of services
- ✗ As a gift for staff where the value given to the individual is \$300 or over and/or gift cards are provided more than once a year to the same individual

The Clubs team has to arrange these via university finance- this means that there will likely be a minimum of 2 weeks delay in submitting all of the details and the recipient receiving the gift card.

To minimise the delay please make sure you provide the following detail for each recipient:

- Full Student Name
- LTU Student ID
- LTU Student email address
- Value of gift card/ voucher
- Description of award or prize/ purpose



Club Sponsors

Affiliated Clubs may engage in sponsorship arrangements and partnerships to help fund activities and to build links into the community. We strongly recommend that any sponsorship arrangement be formalised in writing between the two parties to ensure that there are no misunderstandings or disputes with regards to obligations. This includes funding arrangement with Schools or other business areas within the University itself. You are required to consult with the Clubs Team prior to entering into any sponsorship arrangement or obligation.

PROHIBITED SPONSORS

As an associated entity, affiliated Clubs, and any club making use of the University name are prohibited from sponsoring or entering into any form of financial relationship with the following categories of business:

- ✗ Migration agents
- ✗ Education Agents
- ✗ Tobacco Companies
- ✗ Alcohol Suppliers
- ✗ Gambling Establishments/ Companies
- ✗ Other Education Providers

If in doubt, please speak with the Clubs Team in Student Life before engaging with a potential sponsor.

WHAT SPONSORS CAN DO

Sponsorship can take a range of forms- it is not always just about the money! It pays to think broadly about ways in which sponsors may be able to help. Below are some ideas of things a sponsor may be able to do to help your club or society:

- Provide finance
- Provide equipment or clothing
- **Discounts for the club or for members**
- Prizes and giveaways
- Guest speakers at events
- Offer venues or facilities



WHAT YOU CAN OFFER A SPONSOR

Sponsorship arrangements always have to be mutually beneficial. So, use your imagination below are some ideas to get your started:

- **Advertising/ Promotions:** displaying the sponsor's logo on club clothing, the club social media channels, on promotional material for club events or flying a sponsor banner at an event- getting the company name known in the student community.
 - **Attendance:** the value of additional business brought by members could be beneficial to businesses, or your club could agree to hold a certain number of events at a venue, or invite the sponsor to be guest speakers at your events.
 - **Aiding with Promotions:** Enthusiastic students make great ambassadors for businesses or companies - perhaps some of your members/ committee can be of service (it's also a great way to get work experience). If you are creative - offering to perform at a company event or promotion
 - **Involvement in activities:** Your knowledge and experience may be valuable for a potential sponsor. For example, getting a venue or facility at a cheaper rate in exchange for helping with another activity like acting as a focus group or coaching community group using the space.
- 

Use your imagination!

WHAT YOU CANNOT SHARE/ DO FOR A SPONSOR

There are some things that you are not permitted to provide to give to sponsors or third-party organisations.

- ✗ Clubs may not book space on campus for sponsors independent of a club event
- ✗ Allow sponsors to attend Orientation, Open Day or similar university events to set up a stall or undertake sales activity without permission from the University
- ✗ Clubs must not share members' personal information with sponsors (such as names, phone numbers, or email addresses) without the member's explicit consent. Doing so is against the law. Personal information may only be collected and used for the specific purpose for which the member provided it.

Managing Risk

Every event and activity undertaken has an element of risk associated with it. Every club has a responsibility to manage risk for members.

Risk assessments are an important and necessary tool to ensure that you have thought about the risks associated with your event or activity.

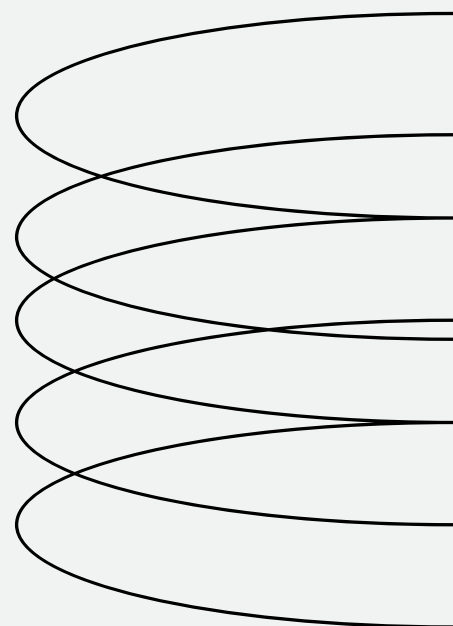
RISK ASSESSMENTS

All clubs have a responsibility and duty of care to undertake their activities safely, sustainably and with reasonable care. Club execs and the University have a legal responsibility to ensure that all activities are conducted safely and responsibly.

As such, risk assessments must be undertaken for all your activities and events. This must be communicated with all Exec and members.

Undertaking activity outside of endorsed risk assessments is prohibited. If you choose to do so your activities will not be covered by university insurance, and your club may be penalised or liable.

The Clubs Team recommend that all event or activity leaders in your clubs undertake event planning training which covers risk awareness and risk assessment training.



COMMON RISKS

Common risk areas for clubs include:

- Alcohol Consumption
- After Hours / Late Night events
- Food
- Controversy, debate or upsetting content
- External guests
- External speakers or partners
- Finances
- Governance
- Illness
- Low attendance
- Overnight stays/ trips
- Outdoor activities
- Physical activity
- Reputational risk
- Sustainability and environmental impact
- Under 18s
- Allergic reactions

SUGGESTIONS

Common risk mitigation strategies may include:

- Sober marshals
- Drink tokens and RSA
- **Security staff**
- Food Safety certified servers
- Arranged transportation
- Personal protective equipment
- Budgets & contingencies
- First Aid Kits or First Aid Responders
- Evacuation processes
- Quiet low sensory spaces
- Private rooms
- Use of licensed caterers/ venues
- Use of packaged foods
- Providing transportation
- Provide clear dietary options
- Adjusting time of event



Running Events

Technically almost everything that you do as a club counts as an event.

The size and complexity of your event determine the minimum notice period you need to provide the Clubs Team of your event or activity. This is done via the Event Rego form found on Linktree.

The minimum notice period ensures that enough time is provided to the Clubs Team to undertake all of the consultation checks and balances required by the University to make it more likely that your event will run without any major stresses or safety risks- it is also the minimum time to ensure that the event is covered under our insurance policy.

Where a Club fails to provide adequate notice for an event or activity the University reserves the right to withdraw and or support (including insurance for the event) and this behaviour will be considered for all future club grant applications.

MINIMUM MANDATORY NOTICE PERIODS

- **Small/ Simple Event - 2 weeks**

This includes routine events, with no budgetary cost and low risk and no associated allocation of work for Clubs Team staff.

- **Medium event - 4 weeks**

This includes events of up to 50 people, medium risk activities including events off campus, and all events requiring direct help from the Clubs Team (like room bookings or equipment)

- **Large/ Complex event - 6 weeks**

This includes large scale events, high risk events, higher budget events, multi-club events, overnight events and balls.

CLUB EVENTS REGO

The Club Event Rego form is a vital form that must be completed for every event and activity your club undertakes - including meetings, online activities and small catch ups. The event rego will ask you to detail the:

- General overview of the event, including dates and times
- Detailed financial plans
- Location of the event, including room/venue booking requests
- Expected attendance
- Event risk assessment and the risk mitigation/ minimisation measure you are putting in place

We recommend getting your rego in as early as possible, so we can help you as much as possible. Even if you're not sure of all the details or haven't got anything locked in - submit it and we can start working with you. You can access the Event Rego form via linktr.ee/ltuclubs



EVENT ATTENDANCE

No matter the size of the activity or event that you are running as a club - it is expected that you will keep records of who was/ is in attendance. This includes every club member or guest to the university and is an important part of safety compliance.

All people coming onto campus as a guest of the club must also provide the club with a copy of the valid working with children check prior to coming onto campus to undertake activity as part of the club. These requirements relate to new legislation for universities and their associated entities (like clubs and student unions) coming into effect as of January 1st, 2026.

It also makes sense to have accurate records of who was in attendance so that:

1. In case of emergency (for example if there were to be a fire) you could easily account for all people in attendance
2. You know how many people show up to your events (for planning) and whether they are full members, associate members, or non-member participants- which may be good for recruiting.
3. If unacceptable behaviour is observed or alleged at one of your events you can provide details of who was there

ALCOHOL CONSUMPTION & EVENTS

A note on alcohol consumption at club events.

The Clubs Team expects responsible use of alcohol at all club events where alcohol is included.

As such there must be at least one sober marshal at every event where alcohol is consumed. sober marshal must be at a minimum of 1:15 people in the group. sober marshals take personal responsibility for ensuring that consumption is not in excess and that all attendees are safe during the event. The sober marshal must be present for the entire event.

The Clubs Team strongly recommends a restriction on serving/ buying shots using club funding as this form of drinking is incompatible with responsible consumption of alcohol.

Where a club is self-catering alcohol the club member serving alcohol must have a valid RSA certification and it must be included as part of the event registration for the event and measures must be put in place to restrict excessive alcohol consumption- for example through use of drink tokens.

The Clubs Team and University will never endorse or support Pub Crawls as student events. They are unsafe and do not by nature reflect responsible alcohol consumption.

Where a member has consumed an excess of alcohol so as to become inebriated it is the club's responsibility to ensure that the member travels home safely.

Event Ticketing

Ticketing is essential for most medium and all large-scale events.

We support ticketing through the following options:

- OneStop (La Trobe's Internal Payment system)
- External Ticketing: QPay, Humanitix and Eventbrite

ONESTOP

OneStop is the University's Payment System. There is no ticketing charges applied to the Club or the booker, and the money goes straight into your WBS.

There is no "back-end" to OneStop, which means you can't access a guest list or use OneStop for marketing and communications. Every time someone makes a payment, you receive an email confirmation of the order with the booking details. You can also request a report of any orders.

To submit a OneStop request use the One Stop form on Linktree. Additional information can be found on how to use OneStop for merch, events and ticketing on the Clubs Resources Linktree (<https://linktr.ee/ltuclubsresources>). Please note OneStop does take time to set up through finance so you will need to allow extra time for this to be set up when planning your event or sale

EXTERNAL (QPAY, HUMANITIX, EVENTBRITE)

You can use external ticketing websites, such as QPay, Humanitix and Eventbrite. These are good for larger events where you need easy access to a guest list, want to easily communicate with attendees or need more control.

The downsides are additional fees for the club and the booker; and the money doesn't directly go to your WBS.

You need to provide the LTU account to the platform and send through your payment receipt to Clubs so we can make sure the money reaches our WBS account.

There's guidance on how to do this on the Clubs Resources page on LinkTr.ee



how the clubs team support you



Training, mentoring, financial and logistical support

How we support you

CLUBSCON

Start your semester off right by joining our special conference and development event just for Club Execs (and invited prospective Club Execs). This flagship event is one of the highlights of the Clubs Calendar and gives you the chance to meet other Exec, gain key skills for leading your club, and learn all the ins and outs of La Trobe Clubs.

TRAINING & SPECIALIST SUPPORT

We hold online and in person training and info sessions throughout semester, tailored towards your club and campus. We also provide bespoke support for your projects, events and unique queries. If we don't know the answer to something, we will do our best to find out!

MEETINGS & DROP-INS

Bespoke tailored time just for you! During semester, we hold open Drop-ins (perfect for quick queries up to 15 minutes). You can also book in 30 minutes meetings (both in person and online) at times that suit you.

CLUBS CELEBRATIONS

We love to celebrate everything you do! We host beginning of semester get togethers, end of semester celebrations and a variety of events and activities throughout the year to bring clubs together to connect.

ADVOCACY

Being a club is pretty unique and sometimes you might work with someone who doesn't understand how it works. Don't worry - we're here to help you navigate relationships with stakeholders, including vendors, externals, sponsors, internal university staff and academics. Just reach out.

PROMOTIONS & EVENTS

We'll help promote your club to students, staff and beyond! Whether it's an orientation stall, a university celebration, Open Day or connecting with Student Comms, we are here to help you sell yourself!

FUNDING

Last year, we provided clubs with over \$310,000 in grant funding!

*This includes all events and activities, no matter how big or small.

Clubs Team Support

HOW THE CLUBS TEAM CAN HELP

The Clubs Team is available to help you navigate the university to create your events and activities so that your club can thrive!

For example, the Clubs Team can help you manage:

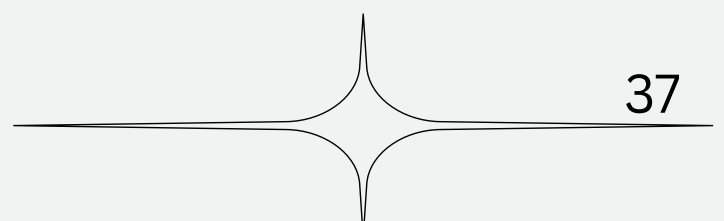
- Room and Venue Bookings on Campus
- Liaison with campus security services
- OHS requirements
- Financial processes
- Technical Services
- Liaison with school administration
- University equipment hire
- Risk management advice
- Event advice
- Planning and documentation
- Budgeting
- Ticketing income
- Vendor communications
- Grant funding
- Insurance and emergencies
- Providing opportunities to be part of wider university events and activities

Just remember you will need to:

- Register your event/activity with us with at least two weeks' notice for routine events (six for larger events or with grant requirements) *
- Risk assess all activities and make a plan for reducing risks and for what you will do if something goes wrong
- Appropriately plan and document
- Reach out if you need help

Have fun!

*This includes all events and activities, no matter how big or small.



Event & Activity Ideas

Clubs do events and activities of all different types including:

- Movie Nights Trivia and Bingo
- Dinners and meals
- Trips
- Camps
- Balls and parties
- Social events
- Stalls and promotional activities
- Study Groups
- Discussion Groups
- Casual catch ups
- Large scale conferences
- Festivals
- Networking and professional development activities
- Games nights
- Script read throughs
- Workshops and training
- Hackathons
- Coffee catch ups
- Support and wellbeing activities
- Food truck events
- Tours
- Competitions
- Live performances
- Awards
- Picnics
- Group lunches
- Pool parties
- Sports and physical activities
- Meetings
- Freebie events and giveaways
- Cultural and community celebrations
- Religious practices and gatherings
- Volunteering events and working bees

... and so much more!

Events can be big or small, for everyone or just for a small cohort, casual or very formal. The good news is that the Clubs Team is here to help you and your club to create fantastic experiences that both safe and fun!

Event Promotion

There are so many options for promoting your events and activities including:

- Posters up around campuses
- Social Media - Insta, Tik Tok, YouTube, Snapchat, X
- MyLaTrobe - La Trobe's key communication tool for students (we submit on your behalf)
- Flyers
- Stalls - you can run a stall to promote your event or sell tickets
- Events - if you have a large event planned (such as a ball or camp), you could run a smaller event to promote it
- Lecture shout outs- (ask the lecturer first!)

Clubs Team - we promote your activities and events via our posters, flyers, stalls, newsletters etc

Other internal newsletters (including Living at La Trobe) (we can submit on your behalf)

MY LATROBE

The Student Life team is keen to share the great work of Clubs and Societies across the University

We will be working with student communications to create a monthly showcase of club activities and achievements to be published in My La Trobe and university internal publications to sharing the vibrant cultures and communities we have across clubs.

Send us through pics and summaries of the fantastic events, achievements and activities you create each month for us to share with the university community.

If you've got other ideas - let us know, we'd love to share them!

2026 Training Schedule

CLUBSCON:

18 Feb 2026 @Bundoora Campus

FINANCE TRAINING:

12th Jan @ 4 pm
23rd Jan @ 11 am
6th March @ 12 pm
16th April @ 11am

GRANTS INFO:

15th Jan @ 2pm
19th March @ 11am
18th May @ 4pm
7th Aug @ 12pm

EVENTS TRAINING:

14th Jan @ 12 pm
13th March @ 3 pm
4th May @ 4 pm
14th Aug @ 12 pm

AGM TRAINING:

17th Aug @ 4 pm
2nd Sept @ 2 pm
11th Sept @ 11am

2026 Key Dates

REFERENCE GROUP MEETING DATES

Meeting 1 : Week of 23 March

Meeting 2 : Week of 4 May

Meeting 3 : Week of 20 July

Meeting 4 : Week of 1 October

OTHER KEY DATES

2026 Affiliation cut off: 31 March 2026

2026 AGM season: 1 September- 5 November

2027 Affiliation opens : 1 October 2026

2027 Affiliation closes : 30 November 2026

2026 Finance deadline: 27 November 2026

ORIENTATION *

Semester 1 : February 23 - 27

Semester 2 : July 6 - 10

Summer : October 26 - 31

GRANTS

Round	applications open	applications close	outcome
#1	Jan 19, 2026	Feb 1, 2026	Feb 6, 2026
#2	Mar 23, 2026	Apr 7, 2026	Apr 14, 2026
#3	May 25 , 2026	Jun 7, 2026	Jun 12, 2026
#4	Aug 10, 2026	Aug 23, 2026	Aug 28, 2026

*Date varies according to campus

KEY LINKS



resources and links you may find helpful to get your started.

Key Links and resources

We have two dedicated resource libraries available to Clubs.

linktr.ee/ltuclubs

Houses most of the everyday submission forms you will need in interacting with the clubs team including :

- This handbook
- Meeting Bookings
- Connection to the Reimbursement Portal
- Reimbursement Guide
- Safer Communities Links
- General Queries Forms
- Event Registration Forms
- Finance Forms
- Governance Forms
- One Stop
- Agora, Clubhouse and Clubs union space reservation requests
- Equipment requests

linktr.ee/ltuclubresources

Houses more specialist documents and information, including:

- 2026 Affiliation Form
- AGM Minutes Template
- AGM Checklist
- Constitution Template
- Membership Guide
- Membership List Template
- Finance How to Videos
- Grant Budget Template
- Humanitix & EventBrite Payment Guides
- One Stop Forms

Can't find what you are looking for or are unsure?

The clubs team email is available:
clubs@latrobe.edu.au

