

Clubs Membership Guide – 2026

Who can be a Member?

Anyone can be a member of a La Trobe club. But there are a few different types of membership in the clubs program:

Membership type	Description	Purpose
Full Student Member	A current, SSAF-paying La Trobe University student.	• Count towards club size • Vote in elections • Become and exec • Participate in club events • Contribute to club community
College Member	A student from the La Trobe College.	• Participate in club events • Contribute to club community
Associate Member	A member of the public, alumni or external advisor.	• Participate in club events • Contribute to club community

Student clubs are **SSAF** funded so key decisions need to be directed by SSAF-paying students. This doesn't exclude anyone else from participating in a club, they just won't inform key decision-making.

Even if they can't vote or count towards club size, everyone should be added to your membership list! It's a handy tool for tracking things like dietaries, contact details & membership status.

The Membership List

A membership list must contain, at minimum, the following information:

- Full and Preferred Name
- Preferred Contact Email

- Date Member Joined / Renewed
- Associate or full member status
- Student ID (if applicable)
- If student is under 18
- What month does the student turn 18
- Course Information (if applicable)
- Dietaries/Allergies
- Access Requirements

You might also like to ask for a short answer on why they decided to join and how they found out about it. It's always helpful to know what draws people to your club.

Membership needs to be completely redone each **Club's Calendar Year**, which lasts from November 1st to October 31st the following year as part of your Affiliation. This is to ensure that your club size is current.

Your Membership Form

The easiest way to collect membership is with a **Google Form**. However, when attaching to a Clubs form it needs to be submitted as an **Excel spreadsheet**. If all else fails, you can also fill it out by hand using our Template.

We don't recommend collecting a paper list, especially at events. As you are collecting personal information you are responsible for keeping secure. If you are collecting a paper list, it needs to be copied over to a digital Excel sheet before it can be submitted.

Privacy

While collecting your member's data it's a legal requirement that you gain their consent before you pass it onto third parties. Under Australian privacy laws (like the federal Privacy Act 1988 and the Victorian Privacy and Data Protection Act 2014 (PDP Act)), you need informed, voluntary, specific, and current consent to collect, use, or share personal information with third parties.

If you intend to share members' information with a third party, please check-in with us beforehand. Once you have run it by us, you will need to include a consent column in your membership sign-up form so members can explicitly agree to their details being shared.

If you are unsure how to best collect membership details for your club, reach out to the **Clubs Team!**

You can refer to **Section 3 of the Club's Constitution** template for more information regarding membership. Or you can always ask us directly via a [general query!](#)