**ANNUAL ACTIVITY PLAN**

Tell us about your Club’s event and activity goals. *\*(Examples)*

**Existing Club Account Balance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club WBS (if known):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Concept** *(O-Week, trivia night, meet and greet):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Income |  | Expenses |  | Total |
| *Sem 1 Trivia Night* | *Ticket Sales* | *$100* | *Venue*  *Trivia Host*  *Food* | *$200*  *$100*  *$500* |  |
| TOTAL |  | *100* |  | *800* | *(700)* |

Proposed Location and Date

**Event Concept** *(Fundraiser, pub crawl, study groups)*

Proposed Location and Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Income |  | Expenses |  | Total |
| *Fundraiser* |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

**Event Concept** *(Short courses, merch, online events)*

Proposed Location and Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Income |  | Expenses |  | Total |
|  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

**Event Concept** *(AGM, End of Year ball)*

Proposed Location and Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Income | Amount | Expenses |  | Total |
|  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

**SUCCESSION PLANNING**

What plans are you putting in place now to prepare for when it’s your time to move on and new executive begin? Some clubs find this easier than others so feel free to get in contact with the Club support staff to get some tips and tricks for ensuring the succession of your club.

**Documentation**

* Do you have a plan to handover club logins, information, and documents?
* Will there be enough time between your AGM and Handover?
* Where do you currently store your Club documents, is it easily accessible to future exec?
* Is your budget easy to access and use?

**Events/Activities**

* When you run an event or activity do you debrief with your fellow exec about how it worked/didn’t?
* Do you write your thoughts down for future reference?
* Have any events or ideas that didn’t happen, but you’d love to see in the future of your club?

**Handover for new Club Executive**

* Do you have a plan for recruiting new committee members?
* How far in advance do you start searching for the next best exec?
* Will you plan to have a handover meeting for all executive positions and documentations? If so, when would that take place?
* Will Executives need any additional training or support?

**<Insert Club><Insert new Year> SUCCESSION PLAN**

Based on all the question above give us a brief plan to ensure the future success of your club.

|  |  |  |
| --- | --- | --- |
| Handover Area | Critical Information | Comments |
| Documentation |  |  |
| Events/Activities |  |  |
| New Club Executive |  |  |