

# LA TROBE CLUBS EXEC HANDBOOK 2024



## **Welcome**

## **The Basics**

Club requirements, Clubs Team offer, Exec obligations, Key Links , What happens when and how we support you

## **Governance**

Constitution, Meetings, Elections, Membership

## **Events**

Ideas, support and promotion, the Events Rego and ticketing

## **Grants**

Grant types and funding levels, Grant Round timelines and what you'll need for your application

## **Finance**

How your Clubs Account works, making payments (including via invoice, CC and reimbursements), prizes and income

## **Next Steps**



# WELCOME!



Hello and welcome to LTU Clubs!

We're SO excited for you to join our program and we're really looking forward to working with you and seeing all the amazing contributions you'll make to student life at La Trobe.

Clubs are the heart of University life and a vital component of building communities on campus. Being an Exec or taking on a leadership 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. 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!



Em (She/Her), Nesceda (She/Her) & Freyja (They/She)  
La Trobe Clubs Team

[clubs@latrobe.edu.au](mailto:clubs@latrobe.edu.au)  
[calendly.com/ltuclubs](https://calendly.com/ltuclubs)

# CLUBS STATS 2023



**\$270k**

**GRANT FUNDING ACCESS BY CLUBS**

**19k+**

**REGISTERED EVENT ATTENDEES**

**4.5k**

**EMAILS SUBMITTED TO THE CLUBS INBOX**

**3.7k**

**REGISTERED MEMBERS**

**460**

**ASANA FORMS SUBMITTED (SEP - DEC)**

**550**

**REGISTERED CLUB EVENTS & ACTIVITIES**

**323**

**CLUB DEVELOPMENT ACTIVITIES WITH THE CLUBS TEAM**

**72**

**CLUBS ACROSS FOUR CAMPUSES**

# THE BASICS

## Club requirements

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 activity on campus.

Clubs must:

- Meet the minimum number of members and Exec, as set out in the Clubs Type Schedule
- Have an approved Constitution, outlining the club's aims and governance requirements
- Have a club email address and logo
- Hold an Annual General Meeting (AGM) and other relevant General Meetings, available to all members, either in person or online
- Undertake all activity and spend in line with the Constitutional aims
- Act in good faith on behalf of the club and La Trobe
- Follow any rules, requirements and deadlines, as set by the Clubs Team



# THE BASICS

## Club categories

- Academic
- Creative & Fun
- Cultural & Faith
- Political & Social Justice
- Wellbeing & Community

## Club sizes

SIZE	AW, SH, MI	BE	BU	CI
Micro	4	6	6	4
Small	6	10	10	6
Medium	15	25	30	25
Large	40	50	50	50



# THE BASICS

## The Clubs Team

The Clubs Team are here to help your club be the best it can be and support you to do what you do!

We provide:

- Support and advice
- Training, mentoring and development
- Celebration activities and rewards
- Promotional events and activities
- Funding and grants
- Events, governance, leadership, financial & risk guidance
- In person & online meetings at times that suit you
- Regular club catch ups, for you to meet other clubs
- Mediation and support, both internally and externally
- Room bookings and facilitation across campus
- A gateway to La Trobe! We facilitate and support engagement with other teams, departments and academics

We will:

- Treat you with respect and kindness
- Acknowledge and appreciate the uniqueness of your club
- Support you in your aims
- Communicate timelines, expectations and requirements
- Provide a confidential space for you to talk about your Club
- Process your forms and administration in a timely manner
- Communicate any delays or changes
- Advocate for clubs across the University
- Uphold clubs regulations, policies and requirements in good faith



[linktr.ee/ltuclubs](https://linktr.ee/ltuclubs)  
[calendly.com/ltuclubs](https://calendly.com/ltuclubs)  
[clubs@latrobe.edu.au](mailto:clubs@latrobe.edu.au)

# THE BASICS

## Being an Exec

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 the year, meets its governance and administration requirements, and provides a democratic, inclusive space for members.

In relation to your governance, Execs are responsible for:

- Reading the club's Constitution and ensure the club meets the requirements set out within in, 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 and listening to members want
- Plan for succession, identifying and training members to run for Exec positions at the next AGM
- Organise Exec Meetings (and show up!), take minutes, and save all your documents in a shared drive

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 at least one Clubs Team training session and one Clubs Community event per semester





# KEY LINKS

These forms and links will help you with the all important paperwork. Get 'em bookmarked – you're going to need them!

WHAT	DETAILS	TIMELINES
<b>General Query Form</b>	For all general queries, feedback and questions	Normally up to 5 working days
<b>Event Rego Form</b>	For registering all your events, meetings & activities [Compulsory for all events]	Minimum 2 weeks notice. Processed on Mondays only
<b>Finance Form</b>	For submitting invoices, payment requests, reimbursement queries, and general finance queries	Minimum 2 weeks notice. Processed on Fridays only
<b>Governance Form</b>	For updating us about changes in Exec, notify us about your AGM, submitting minutes and updating memberships.	Minimum 2 weeks notice. Processed on Fridays only
<b>Grants Form</b>	Submitting grant applications	As per Grant Rounds (see Grants section)
<b>Reimbursement Portal</b>	For claiming reimbursements	Minimum 1 week to process
<b>Calendly.com/ltuclub</b>	For booking in meetings, signing up for training and attending Drop Ins	N/A
<b>Clubs Resources Page</b>	For guidance, templates and info on running your club!	N/A

You can access all of these at [linktr.ee/ltuclubs](https://linktr.ee/ltuclubs)

# WHAT HAPPENS WHEN

It's always happening in Clubs World! To keep things simple for you, we process certain requests on certain days each week. Keeping these deadlines in mind will help you with planning and timelines!

DAY	WHAT HAPPENS
<b>Mondays</b>	<ul style="list-style-type: none"><li>• Event Regos processed (minimum 2 weeks' notice)</li><li>• Reimbursement Payment Run</li><li>• Semester Drop Ins 11am – 12pm (Online &amp; Bundoora)</li></ul>
<b>Tuesdays</b>	<ul style="list-style-type: none"><li>• Market Day (Bendigo), Weeks 2, 4, 6, 8, 10</li><li>• Semester Drop Ins 1.30pm – 3pm (Bendigo only) Weeks 2, 4, 6, 8, 10</li></ul>
<b>Wednesdays</b>	<ul style="list-style-type: none"><li>• Governance requests processed (minimum 2 weeks' notice)</li></ul>
<b>Thursdays</b>	<ul style="list-style-type: none"><li>• Market Day (Bundoora), Week 1 – 10</li><li>• Semester Drop Ins 11am – 12pm (Online &amp; Bundoora)</li><li>• Invoice Payment Run</li><li>• Reimbursement Payment Run</li></ul>
<b>Fridays</b>	<ul style="list-style-type: none"><li>• Finance requests are processed (minimum 2 weeks' notice)</li><li>• WBS Reports distributed upon request</li><li>• No meetings</li></ul>

**Note – these are all subject to change, so keep your eye out for Clubs Team Comms!**

# HOW WE SUPPORT YOU

## 1. 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.

## 2. Training and 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!

## 3. Meetings and 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.

## 4. Clubs celebrations and rewards

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,

## 5. 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.

## 6. Promotions and events

We'll help promote your club to students, staff and beyond! Whether it's an Orientation Stall, a Market Day or connecting with Student Comms, we are here to help you sell yourself!

## 7. Funding

Last year, we provided clubs with over \$270,000 in grant funding!



# GOVERNANCE

**Club Governance is a vital part of your role as a Club Exec and helps ensure your club is properly managed, supported and transparent for your members.**



## Constitution

At the heart of Club Governance is the Club's Constitution. This is a document that outlines:

- the purpose and aims of your club
- the roles and responsibilities of your Exec and Committee
- the procedures for your meetings and elections
- managing complaints or queries within your club
- details of your membership and;
- closure and wind up procedures.

The Constitution can seem a bit intense at first – but it's there to support the sustainability of your club, ease transition year-to-year and help Exec, Committee and Members to all have a say in the running of the club.

## Meetings

Meetings are an important part of running your club. They offer your members an opportunity to be heard and are designed to encourage constructive debate, leading to informed decisions. Meetings are intended to turn good ideas into better ideas.

As Club Exec, you will hold a variety of meetings including:

- Annual General Meetings
- Special General Meetings
- Committee / Exec Meetings
- General Meetings

Your Constitution provides the policies and procedures for your meetings, while we provide guidance and support on how best to run them! **Note as a club, you must hold meetings, not just Messenger chats.**

---

## Elections

Elections should be democratic, anonymous, and fair. Elections can only take place at your:

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

Election procedures should be outlined in your Constitution but in general we recommend:

- **One person running:** elect via a show of hands. Ask all members to keep their eyes closed while the Returning Officer counts votes.
- **Two people running:** elect via show of hands (as above) or via Secret Ballot (names written on a piece of paper and handed in)
- **Three or more people running:** elect via Secret Ballot, using Preferential Voting.

## Returning Officer

The Returning Officer is a trusted, unbiased person who ensures elections are done 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).

This includes calculating votes, as well as observing processes and being available for complaints. For some clubs, their roles 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.

For most clubs, the Returning Officer is chosen at the meeting when elections are taking place. It's common for an outgoing Exec Member to act as Returning Officer.

---

## Membership

Members are what make the club, the club!

You should always have your membership in mind when making decisions for the club and consult with them on activities, plans and projects.

We are working on getting a platform for you to sign members up, manage membership and communicate with members. Until then, we allow clubs to manage their membership however they want.

If you wish to charge for membership, we'd recommend using the University OneStop payment platform (see the Finance section for more details).

If your membership is free we'd recommend using a simple Google Form for sign up or using a service such as Mailchimp, where people can subscribe to sign up as a member and you can message them directly through it.

Facebook Groups can be a useful tool for communicating directly with members. For larger clubs with lots of activities/sub-committees, you might consider a communication platform such as Slack or Discord.

Your membership resets every year. This does mean a little more administration on the club's end but it also means you're always up-to-date with your active membership.

Members must know they are signing up to be members. For example, if you say "Sign up for our newsletter and become a member" that's okay. "Sign up for our newsletter" is not.

**Membership must be opt-in. You cannot assume membership, or, for example, say "everyone undertaking a certain course is a member"**

# EVENTS

**If Clubs are the heart of student experience, club events and activities are absolutely the soul of student life! Clubs run hundreds of events a year and we're here to help you with them!**



---

## Looking for ideas?

Clubs do events and activities of all different types including:

- Movie Nights
- Trivia and Bingo
- Dinners and meals
- Trips and camps
- Balls and parties
- Social events
- Stalls and promotional activities
- Study Groups
- Book Clubs
- Casual catch ups
- Large scale conferences and festivals
- Networking and professional development activities
- Games nights
- Workshops and training
- Coffee catch ups
- Support and wellbeing activities
- Food truck events
- Tours
- Competitions
- Live music
- Awards
- Picnics, lunches
- Pool parties
- Sports and physical activities
- Meetings
- Freebie events and giveaways
- Cultural and community celebrations
- Religious practices and gatherings

**... 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 we are here to help!**

---

## Support from the Clubs Team

We support you with:

- Room and Venue Bookings on Campus
- Equipment Hire
- Promotions - including MyLaTrobe
- Risk Management advice
- Event advice
- Planning and documentation
- Budgeting, payments and income
- Ticketing
- Vendor communications
- Grant funding
- Insurance and emergencies
- Providing opportunities to be part of wider University events and activities (and pay you for it!)

What you need to do:

- Register your event/activity with us with at least two weeks' notice (four 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.**

---

## The Events Rego

The Club Events Rego form is a vital form that must be completed for **all** events and activities your club undertakes – including meetings, online activities and small catch ups. The Events Rego will ask you to detail the:

- General overview of the event, including dates and times
- Location of the event, including room/venue booking requests
- Budget, including any income or expenditure, as applicable
- Expected attendance
- General risk assessment and safety planning
- Promotions info, as applicable

For most activities and events, we require at least two weeks' notice. For larger scale events, or events which require grant funding, we need at least four weeks. The Events Rego does not have to be perfect and if there are things

you're not sure of, fill it in as best you can. You can also come to a Drop In Session and we can work through the form with you!

The Events Rego allows you to:

- Book rooms and venues on campus
- Promote your events through MyLaTrobe & other internal promotions
- Risk assess your events
- Access support and guidance
- Have your event or activity covered by University Insurance

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 via [linktr.ee/ltuclubs](https://linktr.ee/ltuclubs).

---

## Promoting your events

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

- Posters up around campus
- Social Media - including Facebook Events and Facebook Groups
- 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)

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

---

## Ticketing

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 are 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 use OneStop, go to the Clubs Resource Online and download the OneStop Ticketing Page Form and send it through to the Clubs Team.

### 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 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.

# GRANTS

**We love supporting clubs to do all your great work – and so we love giving you cash through our two Grants Funding Schemes.**



---

## **Activation Grants**

**Designed to support the activation, publicity and general running of clubs.**

Clubs do not need to apply for these grants, they are transferred by the Clubs Team upon club qualification.

- Start Up Grant (Pre-affiliation only)
- Annual Grant
- Attendance Grant
- O Week Grant
- Prize Grant

## **Activity Grants**

**Designed to support club activity and ensure successful delivery of events and projects.**

Clubs must apply for these grants and they are not automatically assigned.

- Special Activity Grant
- Development Grant
- Creative Grant



---

## Activation Grants

### Start Up Grant

To support new clubs in setting up, reaching members and getting affiliated. Can only be claimed through Reimbursement and approved Clubs Credit Card spend. **Up to \$500 available for pre-affiliation clubs only.**

### Annual Grant

Awarded to affiliated clubs upon successful Affiliation or Re-Affiliation each year. Grants may be 'topped up' as club moves through tiers. **Micro: \$300 | Small: \$500 | Medium: \$1,000 | Large: \$2,000**

### Prize Grant

Available to affiliated clubs who participate in Clubs Community events (such as Trivia Nights). **Amounts variable.**

### Attendance Grant

Awarded to affiliated clubs who attend and take an active role in a Student Life event, as invited by the Clubs Team.

This may include a Market Day or Festival. **City, Bendigo & Bundoora: \$250 per event | Albury Wodonga, Shepparton & Mildura: \$500 per event | Capped at \$1000 per semester.**

### O Week Grant

Awarded to affiliated clubs who attend and take an active role in an Orientation Event, as invited by the Clubs Team. **City, Bendigo & Bundoora: \$250 | Albury Wodonga, Shepparton & Mildura: \$500 | Capped at one event per semester.**



---

## Activity Grant

### Special activity grant

Available to affiliated clubs to undertake special events, projects and activities, in line with your club's aims. Similar to the 2023 Minor & Major Grants. **Micro & Small clubs: up to \$2,000 per grant | Medium & Large clubs: up to \$5,000 per grant.**

### Creative grant

Available to affiliated clubs to undertake creative projects, such as performances, music, film, arts, writing and craft, tailored towards supporting students to have creative and cultural experiences outside of their studies. **Up to \$3,000 available per grant.**

### Development Grant

Available to affiliated clubs to build capacity for your club and members, in line with your club's aims. This could be through training, professional development, additional marketing equipment. **Up to \$3,000 available per grant.**

The logo features a purple circular icon on the left, partially overlapping the word "GRANTS" in a bold, black, sans-serif font.

You have four opportunities to apply for our **Activity Grants**, via our Grant Round application system.

ROUND	APPLICATIONS OPEN	APPLICATIONS CLOSE	GRANTS FINALISED
#1	Fri 23 Feb	Fri 28 Mar (Sem 1, Week 4)	Mon 8 Apr (Sem 1, Week 5)
#2	Tue 9 Apr (Sem 1, Week 5)	Fri 17 May (Sem 1, Week 10)	Mon 3 Jun (SWOTVAC)
#3	Tue 4 Jun (SWOTVAC)	Fri 5 Jul	Thu 18 Jul
#4	Fri 19 Jul	Fri 23 Aug (Sem 2, Week 5)	Fri 6 Sep (Sem 2, Week 6)

**Applications require:**

- A completed Grant Application Form
- Details of the event/project and/or evidence of need
- Details of how the event/project aligns with the club's aims and purposes and the Club Expenditure requirements
- Details of other planned income or spend
- A detailed budget, with quotes and invoices where appropriate
- A risk assessment
- A grant review meeting

To support you with your application, we'll hold optional Grant Info Sessions each round:

- Round 1: Wed 6 March, 5pm – 6pm (Sem 1, Week 1)
- Round 2: Mon 15 April, 12pm – 1pm (Sem 1, Week 6)
- Round 3: Mon 17 June, 12pm – 1pm
- Round 4: Mon 5 August, 5pm – 6pm (Sem 2, Week 2)

# FINANCE

**Money isn't everything,  
but it really helps!  
Having a strong plan  
for your budget and  
understanding how  
University Finance  
works will get you far.**



## Looking after the \$\$\$

Clubs funding comes from your SSAF and sits within the University.

When you successfully affiliate, we assign you an account line with a unique reference code (known as a 'WBS'). This account line will remain the same for however many years you choose to affiliate with us.

Students do not have access to University Finance or the WBS system and so we provide you access to it, facilitating payments, income and account reviews ('WBS reports')..

Treasurers can request a WBS report at any time, to see all the transactions that have gone in and out of your account.

Treasurers should have a budget planned for the whole year and track all income and expenditure against it. Then when the Treasurer gets the WBS report,

they should check it against their own spreadsheets/accounts to ensure it is all correct.

Treasurers have the oversight of all club funding and should always be consulted on purchases, financial decisions and plans. Treasurers should – as much as possible – approve reimbursement requests and submit invoices / payment requests to the Clubs Team.

Note: there is currently no way to get cash in or out of your WBS.

We are here to help – if you need support in managing your clubs funds, just let us know!

You can submit Finance Requests via the Finance Form at [linktr.ee/ltuclubs](https://linktr.ee/ltuclubs).

---

## **Payments**

There are currently three key avenues for accessing and spending your funds:

- Reimbursements
- Invoice
- LTU Clubs Team credit card

Details on each option are outlined over the next few pages – but we know it can get complicated.

If in doubt, get in touch with the Clubs Team and we can talk through the best option for you and your club!

---

## 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.

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.

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!**

---

## Invoice Tips

Invoices must:

- be addressed to 'La Trobe University'
- include an ABN\*, Invoice Number and 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.

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.

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](https://linktr.ee/ltuclubs).

---

## 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 clubs. 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](https://linktr.ee/ltuclubs).

---

## Reimbursements

For small transactions made by members, to claim back to their own bank account. It looks like this:

- 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 (preferably one being the Treasurer) assesses the request and either approve or reject the request (see the **Reimbursement 101** Guide)
- If approved, the reimbursement request is forwarded to Finance who process the payments (on Mondays and Thursdays)
- The student who spent the money receives their reimbursement (it can take up to five working days from the payment date to arrive, depending on the bank)

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.

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!

Read through the **Reimbursement 101** handbook so you know what to look out for.

Only student members should be making payments on behalf of the club.

---

## Reimbursement Top Tips

The Club Exec will receive an email notifying them that a reimbursement has been claimed against their Club. Two Exec 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?
- 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!

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!

Read through the **Reimbursement 101** handbook so you know what to look out for.

---

## Prizes

A lot of clubs like to offer vouchers as gifts and prizes!

While you can pick your own preferred gift card provider, we have an account with Prezzy which allows you to send a digital gift card to your giftee and they can choose which retailers/brands they wish to spend it at.

The Treasurer just needs to contact the Clubs Team with the details of the gift cards required and we can sort that for you.

Submit the request via the **Finance Form** (select 'Other') via [linktr.ee/ltuclubs](https://linktr.ee/ltuclubs).

---

## **Income**

LTU provides a quick, fee-free and simple payment platform for selling tickets, merch, membership and more: the OneStop platform.

It is a great option for very simple ticketing, merch, subscriptions, donations and membership payments.

You don't have access to a 'back end' but will get an email notification every time someone has signed up/paid, so can keep a track that way. .

### **If you receive cash or income externally**

There is currently no way to get cash in or out of your WBS. If you get cash income at an event, contact us to facilitate getting funds into your WBS.

If you are using another platform for income, please contact us so we can facilitate getting funds into your WBS.

## **Raising an invoice**

For clubs who work with partners and sponsors, we're here to help you raise invoices to send out, so payment can go directly into your WBS!

For this you'll need to submit your sponsor's ABN, Address, Email address and Phone number, plus a completed **'Request to Raise An Invoice'** spreadsheet via the Clubs **Finance Form**.

Don't worry about the Customer Number (we'll complete that) but for everything else, fill it out as best you can. You can always reach out for guidance if you're not sure!

# NEXT STEPS

You've read your Constitution, gone through our guides and are ready to go! So... what happens now?

## **Get planning!**

You've got a big year ahead of you! It's time for your Executive Team to get together and plan out the year. We recommend choosing some dates and plotting out a budget - it's better to have something to work with and makes it easier to communicate with members.

## **Get doing!**

No point just planning out the year, you've got to start doing it! Share your upcoming events and activities on your socials and newsletter, have some great events and ask your members what they'd like to see more of.

## **Spend time with the Clubs Team!**

Yes we make you fill out a lot of forms (seriously - you probably have an Events Rego to submit right now), but we're also here to talk and guide you. Reach out and let us know your plans, ask if you need help and come along to our training and community sessions.

## **Think succession!**

It might seem weird to be thinking about handing over when you've only just started but as an Exec your key goal is to make sure that your club is still running next year! The best way to do that is to ensure you have engaged, empowered members. Tap people on the shoulder, recruit people to help, tell someone they are doing a great job - your encouragement just might give them the confidence to run for an Exec role next year!

## **Have fun!**

This is your year - enjoy it!





# CONTACT THE CLUBS TEAM

---

[linktr.ee/ltuclubs](https://linktr.ee/ltuclubs)  
[calendly.com/ltuclubs](https://calendly.com/ltuclubs)  
[clubs@latrobe.edu.au](mailto:clubs@latrobe.edu.au)