CLUBS AND SOCIETIES ACTIVITIES PROPOSAL

SEMESTER 1, 2020

You are invited to provide documentation on your proposed activities for Semester 1, 2020.

Submission Requirements

- Your club must be affiliated with the University of the Sunshine Coast Student Guild;
- To maintain affiliation, any and all activities run under the banner of your club, must be approved in writing by the Student Guild through the Risk Assessment process;
- Both on-campus and on-campus club activities must be approved by the Student Guild;
- Applicants should demonstrate how the activity will benefit and support the club's members as well as the wider University community; and
- Applicants should immediately disclose any affiliation, relationship or collaboration with any other student club, faculty, political party, external organisation or group.

Items that will not be approved

- Any activity by a Club which is intended to promote, or is in itself, an illegal or criminal activity;
- Activities that do not further the objectives of the Club as outlined in their Constitution;
- Items of a discriminatory nature, eg. Any items regarded by the University of the Sunshine Coast Student Guild to be sexist and/or racist;
- Items that breach the club's constitution or the USC Code or Conduct or Student Charter;
- Any activity or event that is deemed unsafe or a risk, or encourages unsafe or risk-taking behaviour by its participants.

Questions?

If you have any questions regarding this information, or need assistance filling out the Activities Proposal form, please do not hesitate to contact the Activities Officer or the Administration Office through ClubsStudentGuild@usc.edu.au or StudentGuild@usc.edu.au.

Club Information

Please provide the current details for your club and representative.

Name of Club	
Club Member Responsible for Funding and Reporting	
Name	
Position	
Contact phone number	
Email	

Semester 1, 2020 Proposed Activities

Please provide details about your club and proposed key deliverables for Semester 1, 2020. You must include any and all club events (including collaborations, professional development, conference attendance, on-campus and off-campus events). You must also include events that you are not planning to use any Student Guild Funding for.

Proposed Date	Proposed Event Title	Brief Description

I confirm that

- ☐ All details listed in this Activities Proposal Form are true and correct at the time of submission;
- ☐ I agree to provide any further information as requested by the USC Student Guild to assist in determining the suitability and safety of proposed club activities;
- ☐ I understand that the completion of this form does not guarantee activity approval;
- ☐ I accept that upon endorsement of this Activities Proposal Form, a Risk Assessment for each event will be submitted to the Student Guild no later than four(4) weeks before an event is scheduled;
- ☐ I understand that the endorsement of this Activities Proposal Form by the Student Guild does not guarantee approval for the activities listed with it, and that final approval can only be granted after the submission of a Risk Assessment;
- ☐ I agree to submit any ad-hoc activity proposals to the Student Guild no later than four (4) weeks before an event is scheduled;

Confirmation	
Name	
Position	
Signature	
Date	

OFFICE USE ONLY	
Date Received	
Date Considered	
Accepted by Student Guild	☐ Yes ☐ No