

Guest Club Application Form



Thank you for your interest in contributing to our campus community! Before submitting this form, you are required to give us some information about your club and provide the details of your entire Club Executive Committee. We highly recommend setting up a meeting with the MONSU clubs officer to discuss your application. You will then be invited to present your application to the MONSU Caulfield Student Council who will consider your application. We will be in touch with you as soon as possible to let you know of the outcome.

| Club Details | |
|---------------------|--|
| Name of Club | |
| Date of Application | |
| Key Contact Person | |
| Mobile Number | |
| Email Address | |

| Purpose of Club | |
|-------------------------|--|
| Main Purpose of Club | |
| Long Term Goals of Club | |
| Target Demographic | |
| Planned Events | |

Guest Club Application Form



MONASH UNIVERSITY STUDENT UNION CAULFIELD INC
Non-sporting Club and Society
Guest Club Policy
Updated 24/03/10
Effective as of March 30 2010

1 Establishment

- 1.1 Students wishing to establish a branch of an existing non-MONSU club or society on the Caulfield campus must first apply to become a Guest Club using the Guest Club Application form.
- 1.2 The Guest Club Application must gain approval from the MONSU Caulfield Student Council before the club or society can operate on the Caulfield Campus.

2 Operation

- 2.1 Guest Clubs operating on the Caulfield campus must communicate with students and/or staff that they are not a MONSU Caulfield club. This involves them disclosing which Monash Student Union they are affiliated with e.g. MSA, MUBS, MUGSU, MPSA.
- 2.2 MONSU Caulfield clubs and societies will be given first priority with regards to MONSU Caulfield venue hire, MONSU Caulfield equipment hire and MONSU Caulfield staff support.
- 2.3 Guest Clubs must adhere to the MONSU Caulfield Inc. Poster Policy if they want to display any material in S Building, Caulfield campus.

3 Finance

- 3.1 Guest Clubs are allowed to operate their own bank accounts, separate from MONSU Caulfield.
- 3.2 Guest Clubs must provide financial proof of any income earned from Monash Caulfield students on the Caulfield campus. This includes income from membership sales, ticket sales, even revenue and sponsorship.
- 3.3 Guest Clubs are not provided with any financial benefits from MONSU Caulfield.

4 Discipline

- 4.1 If evidence is discovered which demonstrates that a Guest Club is partaking in any illegal act or omission the Club or Society may have its Guest Club status immediately revoked by the MONSU Caulfield Student Council and the matter may be referred to the Monash Student Union that the Guest Club is affiliated with.
- 4.2 MONSU Caulfield reserves the right to revoke the Guest Club status at any time.

5 Disclaimer

- 5.1 MONSU Caulfield reserves the right to make amendments to the Guest Club Policy as deemed necessary. The changes will be effective immediately.

Guest Club Application Form



By signing below, the Club Executive Committee Member declares that they have read and understood the MONSU Caulfield Guest Club Policy. The Club Executive Committee Member agrees to abide by the policy at all times in their capacity as a club committee official, and that they understand that disciplinary action may be taken against themselves or the club if the Guest Policy is not adhered to.

| Name and Contact Details of Executive Committee | | | |
|---|--|-----------|--|
| 1. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |
| 2. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |
| 3. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |
| 4. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |
| 5. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |
| 6. Name: | | | |
| Student ID | | Phone # | |
| Student Email | | Alt Email | |
| Signature | | | |

Privacy Statement: The information on this form is collected for the primary purpose of setting up a Caulfield Registered Club. Other purposes of collection include administrative matters and corresponding with you. If you choose not to complete all parts of this form, it may not be possible for MONSU to consider your application. You have the right to access personal information that MONSU holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of this information, please contact your Clubs Officer.

Please Submit Application Form to Clubs Officer
or MONSU Caulfield Service Desk

Email: clubs@monsucaulfield.org.au
Email Service Desk: servicedesk@monsucaulfield.org.au
Mailing Address: Level 2, 2 Princes Avenue, Caulfield East, VIC 314