



**MONSU CAULFIELD
TUESDAY/THURSDAY TAKEOVER
CAMPUS GREEN**

Clubs Grant
Communication

MONSU TUESDAY/THURSDAY TAKEOVER

MONSU Caulfield is a student union with a difference. The MONSU crew helps thousands of students weekly! MONSU aims to host several different events and provide a number of services that appeal to all students, whoever they may be.

A big part of MONSU Caulfield is the running and management of our clubs. As part of our grant funding for clubs, we are helping you 'takeover' the campus green every Tuesday and Thursday during the teaching period.

WHAT DOES A TAKEOVER INVOLVE?

MONSU will grant clubs each week for 10 weeks during semester 2, a sum of \$300 to put toward creating an innovative club run event on the Campus Green for Caulfield Campus students.

The event isn't restricted to foodie run events, you can provide entertainment, run a competition, set up a gaming event- the options are endless! You can choose to generate revenue from the event ie. charging a gold coin for a serving of food. You can also use the grant money to simply promote your club and drive membership or ticket sales!

MONSU TUESDAY/THURSDAY TAKEOVER

APPLICATION PROCESS

Clubs must fill out the form attached and send it to the MONSU Clubs Coordinator along with a proposed run sheet for the day. Please make sure your application is professional and succinct. Clearly outline your event idea and how you plan to use the grant incentive to promote your club under the MONSU Caulfield brand. If you wish to takeover a certain date, please submit your application ahead of time to secure your spot.

FOOD ASSOCIATED EVENTS

ALL food related events require your club to supply a Food Handling Certificate. This is mandatory.

1. If you intend to cook during your takeover ie. use of BBQ facilities, steamers etc. you will need to supply the following;

- Risk Assessment Form
- Food Handling Certificate

2. If you intend to bring in **pre-made or catered food**, you will need to supply the following;

Risk Assessment Form

Food Handling Certificate

+ your intended **Caterers details**.

APPLY FOR TUESDAY/THURSDAY TAKEOVER

CLUB NAME:

CLUB CONTACT:

PHONE NUMBER:

PROPOSED DATE:

TELL US ABOUT WHAT YOUR CLUB WILL DO WITH THE
\$300 GRANT ON THE CAMPUS GREEN:

SUCCESSFUL TUESDAY/THURSDAY TAKEOVER APPLICATIONS

SUCCESSFUL APPLICATIONS

All applications will be carefully reviewed by MONSU Clubs Coordinator & Clubs Officer. We will be looking for originality & general appeal to students and life on Campus. This will be up to the discretion of MONSU.

Clubs that have been awarded the grant incentive will be notified within 2 week of application if they have been successful. If you have not specified a date, the MONSU Clubs Coordinator will allocate you a date to takeover the Campus Green.

UPDATED RUN SHEETS

It is normal for some of you to apply well in advance of your proposed takeover date. If you find that your plans change significantly as you get closer to the day, please send the Clubs Coordinator the updated run sheet to ensure the event runs smoothly.