STUDENT CLUBS STARTING A CLUB RESOURCES GUIDE

V1.0 JUL 2024

CLUBS PLAN EXAMPLE

While motivation is high during the start of your club, it’s highly recommended that you take advantage of this momentum by thinking of what kind of activities & goals you and your club would like to achieve during the year.

This first section provides an example of what an ideal Clubs Plan can look like which can inform your own achievements.

There is a template at the end of this document that you will need to fill out and submit for your own club. **You will need to fill out the sections that are highlighted.**

***Club Name: Chocolate Lovers United***

Plan of Activities

*This is where you write the major activities your club would like to host throughout the year. Think about what would be realistic and relevant to your club.*

1. Monthly Executive Meetings to discuss the plans for the club, make decisions about finance & events and ensure all tasks are tracking as required.
2. Monthly social events to foster a relationship with the members.
3. Participation at major University events such as Welcome Week, Open Day, etc.

Goals and Wishlist

*This is where you write the big ideas that you may not achieve this year but will set up the longevity and foundation of your club for future years.*

1. Establish legacy events such as semesterly chocolate-making workshops & a chocolate-tasting outing.
2. Have at least 1 collaboration on an event with another club.
3. Reach 100 members on WESTERN*Life*.
4. Have at least 20 members attend each event.

Events Calendar

*This is where you outline what events you’ll be hosting throughout the year. Activities during Dec/Jan are typically low due to the holiday period.*

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| --- | --- | --- |
| **JANUARY** | **FEBRUARY** | **MARCH** |
|  | Autumn Welcome Week | Welcome Dinner |
| **APRIL** | **MAY** | **JUNE** |
| Chocolate-making Workshop | Chocolate-tasting Outing | Open Day |
| **JULY** | **AUGUST** | **SEPTEMBER** |
| Welcome Dinner | Chocolate-making Workshop | Chocolate-tasting Outing |
| **OCTOBER** | **NOVEMBER** | **DEC** |
| Annual General Meeting |  |  |

CLUBS PLAN

***Club Name:***

Plan of Activities

1. Activity one.
2. Activity two.
3. Activity three.
4. Activity x, etc. …

Goals and Wishlist

1. Goal one.
2. Goal two.
3. Goal three.
4. Goal x, etc. …

Events Calendar

|  |  |  |
| --- | --- | --- |
| **JANUARY** | **FEBRUARY** | **MARCH** |
|  |  |  |
| **APRIL** | **MAY** | **JUNE** |
|  |  |  |
| **JULY** | **AUGUST** | **SEPTEMBER** |
|  |  |  |
| **OCTOBER** | **NOVEMBER** | **DEC** |
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