UWA STUDENT GUILD

Clubs How to Guide

Semester 2 2024

FOREWORD

Welcome to the UWA Student Guilds How to Run a Club Guide. The Almanac. Club Execs 101. Your one-stop-shop and the answer to all of your questions. This Guide is designed to be your one stop shop for everything and anything you need to support you on your journey as a club executive.

The UWA Guild Club scene is the best of any University here in WA and Australia. We have over 130 clubs and societies across a variety of interests here at UWA. The events that our clubs organize enrich our campus culture are an integral part of the student experience. By being a club executive, you join a community of over 600 other executives, all with the one goal of delivering great events to better the student life here at UWA.

This Guide is designed to be a live document, and as such we recommend you don't print it out. This document is regularly updated to the Guild website, so always check there for the most up to date version. If notice anything that doesn't look quite right or needs updating, please reach out to the Societies Council.

The Guild is a wealth of knowledge, and we are here to support you on every step of the way. Were only an email away and can help you with just about anything you may need. We can't wait to help you and your club to do incredible things.

This Guide is provided as general advice only, any specifics mentioned should be cross checked against any relevant governing documents.

CONTENTS

WHAT ARE SOC, PAC AND ED?

As an affiliated club, you'll quite often hear the terms SOC, PAC, and ED being thrown around, but what do they actually mean? Put simply, SOC is the Societies Council, and PAC is the Public Affairs Council. Both are sub-councils of the UWA Student Guild. The vast majority (over 90%) of clubs which are affiliated to the Guild are affiliated to SOC and PAC. The remaining few being 'Faculty Societies' which are affiliated to the third sub-council of the Guild, the Education Council, or ED.

The Societies Council

The Societies Council is a sub-council of the Guild which oversees clubs, and it's the mechanism via which clubs receive funding and support from the Guild. The Societies Council is governed by the Societies Council Committee, a seven-person team of students (including a President, Vice President, Secretary, Treasurer, and three ordinary committee members) who are elected each year and serve as the main point of contact between clubs and the Guild.

The Public Affairs Council

The Public Affairs Council is another sub-council of the Guild, and many clubs which have a strong focus on social impact, multiculturalism, faith, and/or the arts are affiliated to PAC as well as SOC. Like SOC, the Public Affairs Council is governed by the PAC Committee, which is also made up of seven elected representatives, and they oversee about one third of SOC-affiliated clubs which are also PAC-affiliated. A PAC-affiliated club must also be affiliated to SOC, and clubs can run for affiliation to PAC at the same time as they initially run for SOC affiliation, or later on down the road.

The Education Council

The Education Council is a sub-council comprised of representatives from Faculty Societies (FACSOCs), Guild Departments, and an elected Ed Council Committee. The purpose of the Ed Council is to provide a space for FACSOC student representatives to raise issues facing their member bases. Here, Guild representatives can get feedback to better direct their projects and advocacy with the University. Also associated with the Ed Council is the Education Action Network (EAN), a body that organises rallies/campaigns for issues that students face both on and off-campus. Students can get involved with the EAN, FACSOCs and the Ed Council to work with the Guild in representing the student perspective.

GOVERNING DOCUMENTS

All three Sub-Councils are governed by a set of Rules. The Societies Council by the Societies Council Rules, the Education Council by the Education Council Rules, and the Public Affairs Council by the Public Affairs Council Rules. All three documents set out the power and functions of each Sub-Council and cover things like elections to the sub-council committees, dispute resolution, funding and more. These are the ruling documents and override anything that may be mentioned in this Guide.

Additionally, all Sub-Council grants are regulated by the Club Grants Policy. This sets out what can and can't be funded by grants, timelines and processes.

MEETINGS

Societies Council Meetings

General meetings of the Societies Council or SOCPAC meetings are held on the last Tuesday of each month from January to October. Attendance at each meeting is mandatory for at least 1 executive from each club. If your club doesn't attend, you may receive a financial penalty. These meetings are a place for club leaders to receive information about upcoming events, information from the University or the Guild and ask any questions to the SOC Committee. Information about the meetings is sent to each club about a week before by the SOC Secretary. If no one from your club is able to attend, you can send apologies to the SOC Secretary by 5pm the day before the meeting.

Public Affairs Council Meetings

General meetings of the Public Affairs Council are held in conjunction with the Societies Council General Meetings, taking place on the last Tuesday of each month from January to October. As previously mentioned, the meetings are mandatory for at least 1 executive to attend, or the club will risk financial penalties. The meetings are aimed towards PAC affiliated clubs as it provides information regarding upcoming theme weeks. They also provide information on PAC specific grants and is a good opportunity to ask questions to the PAC Committee.

Education Council Meetings

The Education Council has monthly meetings 8-10 times a year, generally February – November. Ed Council meetings are attended by the Education representatives and Presidents of each FACSOC, the Officers/Presidents of most Guild departments and sub-councils, Guild and PSA Presidents, Ed Council Committee members, and representatives from external organisations such as Student Assist. Ed Council meetings are a forum for FACSOC representatives to raise issues faced by their member bases, primarily around education and the student experience at UWA. Ed Council meetings will also consist of updates on the projects and advocacy that the Guild has been working on. FACSOCs must submit reports outlining their activities and meetings for the past month, as well as issues facing students in their fields of study.

Additionally, all FACSOC Presidents automatically sit on UWA's Student Consultative Committee along with the Education Council President, other nominated Guild Councillors, and UWA Academic staff. This committee has been restructured in 2024 to become a space where student representatives can address issues and raise concerns directly to senior University staff members who can help. This meeting is also held monthly.

AFFILIATION REQUIREMENTS

The requirements for your club to remain affiliated with the Guild and your respective Sub-Council are outlined specifically in each Councils Rules. These documents should be considered as the one source of truth but can change from time to time. For specific and exact requirements please refer to these documents. If your club does not follow these requirements, you may become lapsed from the Guild. This prevents your club from applying for funding from each Council. If your club is lapsed for more than 12 months, you risk being disaffiliated from the Guild altogether.

Societies Council

The exact affiliation requirements are outlined in the Societies Council Rules Rule 125, but some of the major requirements are below.

- Holds an Annual General Meeting at least once every 12 months
- Holds at least 1 event per semester, with an EMP submitted for every event
- Attends at least 3 SOCPAC meetings per year
- At least 2 club executives, including the President, attend Student Leadership Training

Public Affairs Council

The requirements to remain affiliated to the Public Affairs Council are the same as those required for affiliation to the Societies Council. Clubs must whoever demonstrate alignment with one of the four pillars of PAC – Faith; Arts; Multiculturalism; and/or Social Impact.

Education Council

The Education Council currently has no direct requirements to remain affiliated. However, to remain affiliated with the Education Council, FACSOCs should have a clause in their constitutions explicitly stating that they would like to remain affiliated with the Education Council. They should also attend the monthly Ed Council meetings, submit reports on their activities and continually advocate for the students they represent.

EXECUTIVE REGISTRATION FORMS

Executive Registration Forms (ERF's) allow the Guild to have a record of who the club executives are. ERF's allow you to make deposits and withdrawals from you're Guild account, book venues, submit EMP's or be added to any mailing lists.

ERF's can be collected from the Guild Finance Office or downloaded from the Club Resources section on the Guild Website. Watch out to make sure you don't accidentally fill out the Guild Department Executive Registration Form.

ERFs should ideally be filled out at the AGM. All of the incoming executives will need to sign and fill out Part 1. Note, only executive committee members, not ordinary committee members need to fill this out. Your returning officers, and two of the previous executive members will need to sign Part 2. If you have more than 5 executive members, you will need to submit an additional ERF. ERF's need to be signed and submitted to Guild Finance, along with a copy of all of the execs photo ID, within one month of the AGM.

If at any time throughout the year, an executive member resigns or leaves the committee, you will need to fill out an Executive Addition/Replacement Form. These are also available from Guild Finance and follow the same submission steps as above. These need to be submitted within one month of the new executive taking office.

If at any time you can't access the Guild website, book a venue, aren't receiving emails from the mailing list or don't have any other accesses, first ask yourself if your club has submitted an ERF. If you haven't submitted one, the Guild can't help you until you do. Submitting an ERF will very likely solve all of your problems. If you still are having problems, reach out to the SOC Secretary.

NEW CLUBS

Before Affiliation

If you are interested in creating a new club on campus, check out the Clubs Affiliation Guide available from the Guild Website. This is an awesome tool that covers all of the steps in becoming affiliated.

After Affiliation

Your club just became affiliated, congratulations! Shortly after the meeting where you became affiliated, the Societies Council President will reach out with the news and the next steps. Your club will need to hold an AGM within 40 University Days of become affiliated, here your club should elect the executives and ratify your club's constitution. You'll then need to submit an ERF to Guild Finance, see the Executive Registration Form section above. Make sure to leave the account number section blank, you'll get one of these when your form is processed. Once the ERF is received and processed, your clubs bank account will be set up, your clubs mail address and page on the Guild website will be activated as well. You'll also receive a $200 club startup grant. After this, you're good to go! This Guide should be able to help with most things but reach out to the SOC President at any time for further assistance.

EVENTS

Running successful events is central to running a club. All events must have an Event Management Plan (EMP) approved by the Guild Events Team, before the event can occur. Clubs are unable to start selling tickets until their EMP has been approved.

If you have any further questions about the requirements for running events or are unclear about any of the information in this section, please contact the Events Team at events@guild.uwa.edu.au.

Event Types

Events are classified into four categories: 'Stall', 'General' (subdivided into Minor, Medium and Major), 'Camp' and 'Pub Crawl or Boat Cruise'. Each has different requirements and EMP deadlines.

Event Type	Description	Examples	EMP Due
Stall	Basic events with limited planning	- Ticket sales - BBQ - Bake sales	1 Week Prior
General Minor	Minimal risk and basic planning	- Less than 50 people expected to attend - No physical activity - No alcohol is available	2 Weeks Prior
General Medium	Basic, planned activity	- More than 50 people expected to attend - Includes a physical activity - Alcohol is available, but in a licensed venue where the licensee is responsible for providing service (staff and security), and there are no underage guests	4 Weeks Prior
General Major	Larger scale, with detailed planning	- Alcohol in a licensed venue not providing staff or security, OR by you via an Occasional Liquor License on or off campus - An event with alcohol and has underage guests - The event has previously been complained about or has other issues (e.g. health and safety concerns)	7 Weeks Prior
Camps	Two different categories	- All-inclusive camp with NO alcohol present - 18+ camp with alcohol	7 Weeks Prior
Pub Crawl or Boar Cruise	Two different categories	- Pub Crawl or Boat Cruise where you are NOT serving alcohol - Pub Crawl or Boat Cruise where you are applying for an Occasional Liquor License to serve alcohol	7 Weeks Prior

How to do an Event Management Plan

1. Log in to MyGuild at https://www.uwastudentguild.com/login. If it isn't working, make sure your Executive Registration Form (ERF) has been submitted and is up to date. If it still isn't working, contact the SOC Secretary.
2. Click 'New event'.
3. Fill out the details of your event

Event Resources

Clubs can book a range of venues and equipment for their events. See the Venues and Equipment Hire sections for more details and how to book.

Party Right

In collaboration with the University, the Guild has produced a range of resources for clubs to use at their events to promote safe alcohol consumption and behaviours to help reduce associated harm. These include posters, pamphlets, lanyards and wristbands. All are available for free for clubs. These can be ordered through the link below.

https://uwa.qualtrics.com/jfe/form/SV_bEpnTwo7OslvlC6

VENUES

UWA Guild Venues

The Guild has a range of different venues that are available for clubs to book. All of these venues can be booked through https://uwaguild.libcal.com/ and are subject confirmation. All venues are fee free for clubs.

Club Collaborative Zone

Clubs can book any of the rooms in CCZ. The Audio-Visual Room, Meeting Room A,B and C, and the Production Room are available for booking. Bookings for a maximum of 2 hours per session.

Guild Council Meeting Room

The Guild Council Room can be booked for large scale meetings. With a capacity of 30, this room is ideal for large and formal meetings.

Cameron Hall Loft

The Cameron Hall Loft is available for large scale events. This venue has tables and chairs available and a capacity of 50.

May Tannock and Sue Boyd Rooms

The Sue Boyd and May Tannock Rooms are located above the Ref and have large, open scale plans. These venues are ideal for rehearsals and performing arts clubs. Bookings for these 2 venues must be made by emailing functions@guild.uwa.edu.au.

UWA Venues

The University allows Guild Affiliated Clubs to book venues on the university campus for club events, meetings, workshops and presentations. Clubs get 2 hours free use across the venues. This could be 2x1 hour bookings or 1x2 hour booking. Clubs can book lecture theatres, seminar rooms, tutorial spaces, and Ezone facilities for their events.

For bookings to be confirmed by the Venues Team, clubs must book in through the online portal, submit their EMP through MyGuild, and then forward the EMP approval receipt to venues@uwa.edu.au.

These spaces are managed by the University, so they should be the point of contact for any inquiries. If you are having any issues with bookings however, the Guild is able to help you so please reach out to the SOC President.

To book University venue spaces, click the link below: https://resourcebooker.uwa.edu.au/

Large Scale on Campus Venues

Clubs are able to book and use spaces such as the Ref, Hackett Cafe and the Hackett Courtyard, and the Tav. These spaces do come with associated fees and booking conditions. Contact functions@guild.uwa.edu.au for more information about conditions and have to make a booking.

Clubs can also book a range of the venues the University has including Somerville, Winthrop Hall, the Sunken Garden and New Fortune Theatre, just to name a few. These bookings are managed by the University. Visit https://www.uwa.edu.au/theatres/venues for more information.

GUILD EQUIPMENT HIRE

The Guild has a huge amount of equipment available for clubs to hire for their events, including BBQ's, speakers, projectors, EFTPOS machines, marquees and more. This equipment is all free to hire for clubs.

The equipment is available for collection and use during the staffed hours of the Guild Student Centre and the Guild Finance Office. For longer and out of hour bookings and enquiries, please make your initial booking through the only portal, then reach out to the SOC President.

To book equipment, click the link below: https://uwaguild.libcal.com/equipment

CLUB ADVERTISING

Advertising your club and its events is essential for clubs. Below are some great ways and tips and tricks to help promote your events.

Weekly What's On

The UWA Student Guild posts a weekly club's event schedule on their social media on Mondays. It's a great way for clubs to get more exposure for their events. To submit an event to the "Weekly What's On" please fill out this form by Wednesday the week prior to the event. Use the link below to submit your events.

https://forms.office.com/r/3ZbbrnQS9z

Digital Screens

Guild Digital Billboards

There are 12 digital billboards in high traffic areas throughout the Nedlands Campus with 40 spots per week allocated to club advertising. Advert are displayed for 30 seconds and clubs can submit one design per week. To submit a design you need to email the graphic to hello@guild.uwa.edu.au with the subject line POSTER: [Club Name]. Artwork must be 1080x1920px (16:9 or same as an Instagram story) and be in .jpg .png or .mp4 format.

Library Entrances

Reid, Beasley Law and Warren libraries all have a digital screen just inside the foyer of each library. These can display 16:9 still images in a rotation. The foyer of the Barry J Marshall Library is a display of nine 1920 x 1080 pixel screens (in a 3 x 3 arrangement) It can display videos (with out sound) or still images. Clubs can submit a booking request via email to communications-lib@uwa.edu.au.

Pinboards

UWA has several pinboards located across the campus that can be used to display printed advertisements, whether for a specific event or even to advertise the club a whole, these pinboards can be a great resource. Please ensure you remove any of your clubs old advertisements.

Stalls on Oak Lawn

Stalls Oak Lawn and outside the Ref are a great way to engage with the UWA Community, advertise events, sell tickets and gain members. Please take a look at the Events section to see the EMP requirements for stalls.

Regulations and Rules

Guild affiliated clubs must put the Guild logo on all their events. Major events should have an EMP submitted before advertisement is released and to specify on the design and in social media post text if the event is 18+ ID required (i.e. a camp). If the event involves the consumption of alcohol, you must also have 18+ ID required as well as drink responsibly in any marketing (i.e. a Pub Crawl). If your event requires an Occasional Liquor Licence please ensure you follow the advertising and ticket sale regulations laid out in your licence/application.

GUILD IT

Website Access

To manage your club's online presence on the UWA Student Guild website, start by securing executive access. This requires the submission of an Executive Registration Form (ERF). Once your ERF has been processed, access will be granted to all of the executives by the SOC Secretary.

Editing your Clubs Page

Once access is secured, you can manage your club's profile on the Guild website. This includes updating the outward displaying material such as logos, banners and contact information. For any issues or support needed, contact the SOC Committee. They also approve all changes to club profiles and executive requests, ensuring proper documentation and alignment with Guild policies.

Guild Website

The Societies Council page on the Guild website is a vital resource for club executives. It offers important information, including key dates, tenancy details, and consultation meeting schedules. The website also provides various resources and forms necessary for club operations, such as applications for SOC, PAC, and Education Council grants, venue bookings, and student leadership training. All relevant SOC documents, including those for governance, finances, and marketing, are available for download.

Mailing Lists

There are 3 main mailing lists the Guild uses

- All clubs – This will go to all clubs and their executives
- All facsocs – This will go to all Ed Council affiliates and their executives
- All socpac – This will go to all SOC and PAC affiliates and their executives

Email distribution will go to the student numbers of every registered executive. We are unable to add external club addresses to the mailing lists.

If you experience any issues or need updates made to these lists, please contact the Societies Council Secretary directly. The SOC Secretary will liaise with IT to ensure that any changes or corrections are investigated, and executives are adjusted.

GRANTS

All three sub-councils have use grants to help fund and support the clubs and societies on campus. Below are some general details about the different grants available. For exact requirements, please reach out to your Sub-Council Treasurer and refer to the Club Grants Policy. More information is also available under the Club Grants page on the Guild website.

Societies Council

There are three main types of grants a club can apply for from SOC, these include

O'Day Grant

This grant is only granted once in the year after O'Day to help clubs recover some of the expenses of having a stall. Clubs can apply for the minimum stall cost for that year and $5 per membership signup on the day, up to 50 members.

Special Project Grants

SPG allocations occurs around mid-semester in both Semesters. This grant is unique as you can apply for past and future expected expenses for events or other projects the club may want to or have undergone. SPG's have three categories a club must comply with to receive the full grant amount, Standard, Collaborative and Major. Each of these three categories, when met, unlock an extra 1/3 of the available money for that SPG cycle for your club.

Semester Grants

Most commonly the largest of the three grants this occurs at the end of each semester. Unlike SPG's you can only apply for past club expenses and be able to provide tax invoices as proof. This is where you can apply for and recover a lot of your expenses for the semester from pizzas/BBQs to venue hires and clubroom upgrades.

Grants may be subject to penalties for things such as late submissions, lack of SOCPAC meeting attendance and incomplete treasurer training.

Treasurer training is distributed by the SOC Treasurer at the start of each year, and each treasurer will need to get 100% on it. Training will need to be completed by all treasurers, regardless of if you have done a previous year's training or you are starting your term mid-year.

For any questions, please check the treasurer training, club grants policy, club grants page of the Guild website, you can also contact the SOC Treasurer with any questions soc-treasurer@guild.uwa.edu.au

Public Affairs Council

The Public Affairs Council offers specialised grants for PAC clubs. There are two main types of PAC grants clubs can apply for. Your club must be affiliated to PAC to apply for a PAC grant.

Theme Week Grants

Each year PAC runs 4 theme weeks that align with its key pillars, Fringe, Social Impact, Faith and Multicultural. Theme week grants support student-led initiatives that occur within that theme week. Applications for Theme Week Grants must be submitted via a Google Form, which is made available by the PAC (Public Affairs Council) Treasurer on the SOC/PAC Club Executives page. The form requires a detailed proposal that outlines the objectives of the event, the target audience, expected outcomes, and how the event aligns with the goals of promoting that theme week at UWA. The maximum amount of funding available for Theme Week Grants is $500.

Whilst SOC clubs can participate in Theme Week Activities, they cannot receive funding for them through Theme Week Grants. They must use the SOC Grants.

Innovation Grant

The Innovation Grant is established to support creative and forward-thinking initiatives within the UWA student community. This grant is intended for clubs and societies that are developing novel events, projects, or programs that introduce new ideas, challenge conventional thinking, or explore innovative solutions to existing challenges. Applications for the Innovation Grant are to be submitted via a Google Form, which is posted by the PAC Treasurer on the SOC/PAC Club Executives page. Applicants must provide a detailed project proposal that clearly outlines the innovative aspects of the initiative, its goals, the methods for achieving these goals, and the potential benefits to the UWA community. All registered student clubs and societies at UWA planning to host innovative events or projects are eligible to apply for the Innovation Grant. The grant is targeted at initiatives that push the boundaries of conventional student activities and have the potential to make a significant impact on campus life. The maximum funding available per Innovation Grant is $400.

Percentage-Based Allocation System

When the total requested funding by multiple applicants exceeds the maximum grant amount ($500 for Theme Weeks, $400 for Innovation Grant), a percentage-based allocation system will be used. Under this system, each club will receive a proportion of the available funds relative to the amount they requested. This approach ensures a fair and equitable distribution of limited resources, allowing multiple clubs to benefit from the grants while adhering to the overall funding caps.

Education Council

There are two rounds of funding each semester for Education Council members (Faculty Societies).

Base Funding

Base Funding is distributed at the beginning of each semester. To apply for Base Funding the previous semester's Base Funding and Special Project Grant Funding reports must be submitted. The aim of base funding is to support each FacSoc by providing them with some funding for ongoing expenses. Base funding takes into account the number of students who are represented by that FacSoc as well as their ability to receive sponsorship and liquid assets (e.g. money in bank accounts) held by that FacSoc.

Special Project Grants

Later in the semester around the time of mid-semester break SPG funding applications will be due. The purpose of this funding is to provide additional support to FacSocs through funding for specific events. Grants must comply with at least one of the following categories to be eligible for funding; New, Improved, Repeat or Collaborative. It is important to be across funding considerations when planning events and applying for funding. SPG funding for The Education Council is different from the Societies Council's SPG funding.

For any questions about Ed Council Grants, please email the ed-treasurer@guild.uwa.edu.au.

TENANCY

A lot of information can be found in the Tenancy page of the Guild Website, including club space rules and regulations as well as inspection times and tenant contracts. If you have any queries, reach out to the tenancy chair tenancy-chair@guild.uwa.edu.au.

Cameron Hall and Guild Hall

There are two main clubroom spaces, Cameron Hall and, what is most referred to as, Guild Hall. Cameron Hall is accessible 24/7, afterhours access after 7pm is only accessible by tapping in with a current UWA student card. Guild Hall can only be accessed during the day, afterhours access after 7pm will need to be applied for by filling out an after-hours access form at Guild Finance. This includes both the refectory side stairwell and the elevator.

Club Room and Locker Key Access

Some clubs have keys that the committee hold onto and can be distributed between committee members. All clubs will have a key available at the GSC that can be signed out by the club's executives listed on the ERF. All lockers have a key available from the GSC, which can be signed out by the executives on the ERF. Each club will also be given a key to their locker that they can keep for easy access.

Allocation Cycles

Clubroom and Locker reallocations occur every 3 years, each time this cycle is up an application goes out to apply to receive a tenant space. While it is rare for a clubroom to be available before the end of the cycle, if it does a reallocation application will be distributed by the committee for that space.

Locker allocations occur every 3 years as well. There are over 80 lockers available and its common for not all of them to be allocated in the main round. For the remainder of the cycle empty lockers will be available for allocation upon application to the committee on a first come first serve basis.

ACCESSIBLE CLUBS GUIDE

This guide is a starting point for improving event accessibility. While people can ask, improving and planning for accessibility makes life easier for everyone, not just those with disabilities.

Events are an important part of the university experience, so let's make sure that everyone can access and enjoy them!

Any questions? Please feel free to reach out to the Access Department via e-mail access@guild.uwa.edu.au, Instagram @uwastudentguild_access, and Facebook (UWA Student Guild Access Department).

Before

- Has your marketing got the events specific location? If it's hard to find, could you post instructions?
- Is there detail about what structure the event has? When will the food, quiz, breaks etc occur?
- If a post has information in the image, is the important information also in the caption?
- Is your visual marketing clear and easy to read?
- Is the venue physically accessible to participants? Is lift or ramp access available?

During

- For events over an hour, have you considered a break?
- If its loud and there is music, do you have somewhere quiet people can go to have a breather without leaving the event?
- When serving food, does someone know the ingredients? Could you label dishes that contain common allergens?
- Is there some form of seating and a clear path in and out of the event?

After

- Have you considered how your club events could be more accessible in the future?

SUSTAINABLE CLUBS GUIDE

This guide provides step by step measures to help clubs to minimise their environmental impact. In their day-to-day club room activities, and the events they run, clubs create great forums for fostering sustainable practices. It's important that clubs do their best to make the most of these opportunities, but no matter how small the change, any move towards a more sustainable future is an important step.

If you have any questions, please reach out to the Environment Department by emailing us at environment@guild.uwa.edu.au

Before

- Will there sufficient, clearly labelled, and accessible recycling facilities available at your event, including a Containers for Change and food waste/organic waste bins?
- Have you reminded attendees to bring their own reusable bottles and is water available for attendees to refill their own bottles?
- Have you used online registration for the event to predict attendance and minimise food waste?
- Will reusable cutlery and crockery be provided instead of single use items like paper plates?
- Have you used digital marketing (e.g. on digital screens, via social media) to avoid using paper?
- Have you kept signage materials generic and reusable (e.g. chalkboards), so that they can be repurposed for other events?
- Can you use shared decorations (e.g. borrow from other clubs), or hire items, rather than buying new products?
- Have you avoided single-use and plastic decorations, including balloons, glitter, and streamers?

During

- Have you avoided giveaways where possible?
- If giveaways are necessary, have you made sure to avoid distributing disposable, non-durable goods, or opted instead for 'service' based gifts (e.g. a voucher for an experience)?
- Have you used as much natural light and ventilation as possible to minimise electricity used?
- Have you turned off computers, lights, and other equipment when not in use?

After

- Have you ensured that the landfill, recycling, organics etc are disposed of appropriately?
- Have you considered how to make your future club events more sustainable?

Club Rooms

- Do you turn off lights, appliances, and other equipment when not in use?
- Do you use as much natural light and ventilation as possible to minimise the electricity used?
- Do you have an accessible recycling bin, labelled with what items are able to be disposed of in it?
- Do you provide reusable service ware (e.g. mugs, cutlery), to students who use the room?
- Have you avoided buying new items (e.g. chairs, bookshelves) for your room, and instead tried to source them second hand?
- Do you use reusable signage in your room (e.g. whiteboards, chalkboards)?