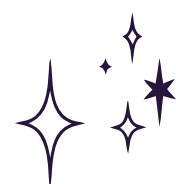




CLUBS GUIDE

PLANNING



Month	Dates	Key Events	Things to think about..
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START OF YEAR

November / December 2026		2027 Re-affiliation submitted - Apply for O'Week Events - Clubs Day & International Food Fest - Submit any outstanding 2026 Grant funding receipts	- Onboarding new executive team - Update new committee information/contacts - Begin Semester 1 event planning
January 2027	Mid Jan Late Jan	Sporty Club Portal Membership Form Refresh International Food Fest confirmation and menu's due	Organize plans for O'Week Events and New Member Welcome's
February	Monday 1 Early Feb Mid Feb Monday 22 Sunday 28	Grants Round 1 Opens International Food Fest cooking time registraton + Health Safety information Sporty Club Portal Training Workshop O'Week Events Start / Clubs Day & IFF late in the week Grants Round 1 Closes	- Confirm Semester 1 event plans, promote and add to Clubs Calendar - Review important policies, guidelines and resources

SEMESTER 1

March	Monday 1 Mid March Wednesday 31	Grants Round 2 Opens Affiliated Clubs Council Meeting HYBRID Workshops (Consent + Welfare Training) Grants Round 2 Closes	- The first half of Sem 1 is very short this year so plan your events accordingly! - Keep in touch with your new members via newsletters, emails and social media
April	Thursday 1 Mid April Friday 30	Grants Round 3 Opens Hyde Street Party Instagram Shout Out Photo Competition #1 Grants Round 3 Closes	- Begin Semester 2 event planning - This is a great time of year to do some fundraising for future events!
May	Saturday 1 Mid May	Grants Round 4 Opens Grants/Fundraising + Treasurer Workshops Capping Show	- Confirm Semester 2 event planning, promote and add to Clubs Calendar - Prepare Blues & Golds Award Application
June	Tuesday 1 Mid June Wednesday 30	Blues & Golds Award Nominations Open Instagram Shout Out Photo Competition #2 Grants Round 4 Closes	

SEMESTER 2

July	Thursday 1 Monday 12 Sunday 18 Saturday 31	Grants Round 5 Opens Re-Ori Events Start / Clubs Day early in the week Blues & Golds Award Nominations Close Grants Round 5 Closes	Welcome your new Sem 2 Members! Keep in touch via newsletters, emails and social media
August	Sunday 1 Mid August Thursday 31	Final Grants Round 6 Opens OUSA Art Week Affiliated Clubs Council Meeting HYBRID Workshops (Consent + Welfare Training) Instagram Shout Out Photo Competition #3 Grants Round 6 Closes	- Confirm AGM date (August - October) promote and add to Clubs Calendar - Begin handover plan for new executive
September	Mid September Monday 27	Treasurer Workshops Blues & Golds Awards Ceremony 2028 Re-affiliation Applications Open	Prepare for 2028 Re-affiliation
October	Monday 11 Late October	Mental Health Awareness Week Final Instagram Shout Out Photo Competition	

END OF YEAR

November / December		- Thank all this years committee/members - Complete handover to new executive committee including bank account signatories change over 2028 Re-affiliation submitted - Update new committee information/contacts	- Apply for O'Week Events - Clubs Day & International Food Fest - Brainstorm Semester 1 event planning - Submit any outstanding 2027 Grant funding receipts - Rest!
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For more information about running a club visit



ousa.org.nz/clubsandsocs/clubs

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**Proposed dates only - events are subject to change. Keep an eye on OUSA emails and newsletters for more details and opportunities !*