

**AUCKLAND PHARMACY
STUDENT ASSOCIATION**

SCHOOL OF PHARMACY, UNIVERSITY OF AUCKLAND



**CLUBS
HANDBOOK**
2025



**UNIVERSITY OF
AUCKLAND**
Waipapa Taumata Rau
NEW ZEALAND

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2025 Deadlines

JAN

Thursday 9 January 2025

Grants Q&A Webinar

Friday 17 January 2025

Major Grant — round one due

Mon 20/01/25 – Fri 24/01/25

Clubs Expo — applications open

FEB

Monday 3 February 2025

Clubs Expo — stalls announced

Thursday 20 February 2025

Clubs Workshop

MARCH

Mon 03/03/25 – Thur 06/03/25

Clubs Expo event

Monday 10 March 2025

New club applications open (round one)

Wednesday 12 March 2025

Club executives' welcome event

Friday 14 March 2025

New club applications close (round one)

Friday 21 March 2025

March Small Grant due

Friday 28 March 2025

New clubs notified of the outcome (round one)

APRIL

Wednesday 2 April 2025

New clubs' welcome event (round one)

Friday 18 April 2025

Deadline for new clubs' information (round one)

Friday 25 April 2025

April Small Grant due

Wednesday 30 April 2025

Presidents and Vice-Presidents morning tea

MAY

Wednesday 7 May 2025

Treasurers and Secretaries morning tea

Friday 23 May 2025

Major Grant — round two due

JUNE

Mon 16/06/25 – Fri 20/06/25

Clubs Expo Sem Two — applications open

Friday 20 June 2025

June Small Grant due

Friday 27 June 2025

Clubs Expo — stalls announced

JULY

Mon 21/07/25 – Wed 23/07/25

Clubs Expo Sem Two event

Mon 28/07/25 – Fri 01/08/25

New club applications open (round two)

Friday 25 July 2025

July Small Grant due

AUG

Mon 04/08/25 – Fri 22/08/25

Clubs Awards — applications open

Friday 15 August 2025

New clubs notified of the outcome (round two)

Wednesday 20 August 2025

New clubs' welcome event (round two)

Thursday 28 August 2025

August Small Grant due

SEPT

Friday 5 September 2025

Deadline for new clubs' information (round two)

Thursday 18 September 2025

Clubs Awards event

OCT – DEC

Monday 6 October 2025

Re-registration process opens

Friday 14 November 2025

Re-registration process close

Tuesday 18 November 2025

Lockers and storage move out

Friday 28 November 2025

Locker applications close



ECONOMICS
SOCIETY

UNIVERSITY
AUGUST
NOVEMBER

MANAGEMENT



A recognised student group is an organisation that exists for its members — students. Your group will aim to set a course for future members, even after all the current executive have left the University. Making good decisions for your club is vitally important. This includes making a good impression - so remember to always be kind when interacting with others on the club's behalf (including with University staff and students).

Your organisation's structure determines how you make those decisions. This usually means operating with a committee, a smaller group making most of the decisions. This is an efficient way of running a club and frees most members from the burden of administrative tasks. However, care must be taken to involve members in decisions, otherwise they can feel left out, disconnected and disinterested. Recognised student clubs and their members agree annually on registration and re-registration to the Official Recognition Principals outlined in this [document](#).

Club Support Committee

The Club Support Committee is the decision-making board for matters relating to recognised student groups. The day-to-day operational support and processes for clubs, societies and associations is managed by Campus Life (studentgroups@auckland.ac.nz) with input from the committee. Committee duties and powers in full are listed [here](#).

Committee Members for 2025

- One representative from Student Engagement
- One representative from Sport and Recreation
- Two student representatives from AUSA.

Recognition

Every student group is required to update key details and documents. This ensures the University knows that groups who receive resources are run in a student-focused manner, with appropriate structures in place for long term success.

Duties

- To allocate grants from the Student Group Fund to recognised clubs, societies, and associations.
- To recognise and provide feedback on proposed new student groups.
- To handle appeals relating to the recognition process, grants or any other related process.
- To set the criteria for Clubs Awards and to give the awards out to winners.
- To monitor the delivery of support provided to recognised student groups by the University.

Membership

- Two representatives of the University, including one chair.
- Two representatives of Auckland University Students' Association (AUSA).
- The Club Support Committee has the power to co-opt voting or non-voting student representatives.
- The Chair will have a casting vote in addition to their deliberative vote.

The Club Support Committee may seek advice from other University staff or students in its deliberations.

This process emphasises good governance and management of clubs. Financial checking looks at the grant funding awarded and ensures that this is accompanied by appropriate documentation, such as receipts. Failure to submit receipts, or report on spending could jeopardise a group's future funding eligibility. A small selection of groups may undergo a random financial check which requires more information.

What is asked of student groups?	Why is it important?
Name, purpose, social media links and other contact details (visible to public)	For students to be able to easily find and connect with groups and for easy communication with the University.
Membership fees	For students to see membership fees when browsing for groups to join.
Provide membership list to show that 70% of members are current students or alumni (up to three years), and there is a minimum of 30 members.	There are benefits of being a recognised group with access to various resources, which should be concentrated on current students.
Constitution	A constitution is the governing document for a student group. Once created, this document is only updated when there are changes year-to-year.
Annual General Meeting (AGM) minutes, financial report, and date of next annual meeting	Minutes are required for an AGM. In this meeting, you should vote on and confirm next year's executive and report on any other changes made. The financial report shows that you are accurately reporting your financial status to your members.
Bank account and two executives who are signatories	These details should confirm that a student group's finances are being run through an account specific to the group. We do not need to see full statements.
Asset Register	With executives changing annually it can be difficult to track assets, especially when they have a high value. The register provides assurance that the assets are appropriately accounted for.
Indicating if the group is a particular type of organisation such as a charity, incorporated society, or is an arm of a larger national or international organisation.	Each status carries different responsibilities and helps us tailor support appropriately.
Confirming that responsibilities under Health and Safety Policy are understood.	The University's Health and Safety policy outlines responsibilities for all staff and students and is important for student leaders to understand when planning on-campus activities.
Upload evidence of health and safety planning (if applicable)	Your organisation is responsible for the wellbeing of your members when running high risk activities. Documenting planning demonstrates your commitment to health and safety.
Bullying, Harassment and Discrimination training	The University is seeking to eliminate unfair bullying, harassment and discrimination, in line with its commitment to being a safe, inclusive and equitable environment. This online and in-person training programme seeks to address these issues. Please note at least two new executives from each club must complete this session each year.
Creating Cultures of Consent and Respect training.	The University is seeking to eliminate sexual violence on campus, in line with its commitment to be a safe, inclusive and equitable environment. As a part of the University's Harmful Sexual Behaviour Action Plan, training is delivered to student leaders. Please note at least two new executives from each club must complete this session each year.
Roster	Who is the President, Secretary, Treasurer, etc. to get in contact? We need these contact details on hand if we need to get in contact with you.

Membership management

Whether you have 30 members or 2,000 members, it is good practice to maintain an accurate and up-to-date membership list. Your membership list should meet the recognition criteria:

30 members of your group need to be currently enrolled students at the University of Auckland. 70% of your members are:

- a) Currently enrolled at the University of Auckland, or
- b) A University alum within the previous three years

e.g. You have 100 members, 65 members are currently enrolled and 5 members are alumni.

The membership list you supply to the University must contain the member's name, their Student ID number and UPI. The list should be an Excel file.

Planning for the future

An organisation becomes successful if there is a plan for the future.

A steady flow of new members each year is important, but so is identifying people who might be suitable to continue running the club after the current members leave. Getting keen new members to shadow current executives and take on some low-level responsibilities is a good way to build their confidence and prepare them for leadership. Another way to develop members is to share around the executive positions each year, so that the same team isn't in charge for too many years in a row.

A key responsibility of the executives is to find their replacements and encourage them to seek election. Not everyone will want to lead and most won't think about it without prompting. Enthusiastic encouragement is key to making people know and believe they can do the job.

When looking for potential candidates, look for people who are enthusiastic about the club, who turn up to events, are reliable and offer to help.

Attracting and keeping members

Recruitment of new members is crucial to the survival of your club, and there's no better time to do this than at the Clubs Expo held at the beginning of each semester. This expo provides an opportunity for clubs to put themselves in front of a wide University audience, where they can actively recruit new members, as well as educate students on the purpose of the club.

During the Clubs Expo, keep a record of students' names, email addresses, student ID numbers and any other information, either on paper or on a computer/tablet. After the expo, contact the interested students and invite them to your activities and events.

Not everyone who puts their name down will necessarily come along to your meetings. Arrange an event for formal membership — this could be a time where you agree to take membership levies if required.

Having regular activities is important to keep your members engaged. Sometimes it's a good idea to have purely social events that are not typical activities of your club. This is a great way of developing the social bonds within the club, keeping it connected and functional. Social events should be welcoming to new and existing members.

Staying in contact with your members is important and setting up an email list is the best way of managing this. Many clubs set up social media pages to post about upcoming events and useful club information.



What is a constitution?

A constitution is a set of fundamental principles or established precedents according to which an organisation is governed.

It covers things like the purpose of the club, the types of membership and how to belong, and responsibilities and powers.

It is vital that you keep your constitution clearly articulated and relevant, as a poorly drafted constitution may lead to disagreements over how the rules should be interpreted and whether or not the club is operating in accordance with its rules.

A strong constitution keeps club members and assets safe and can protect the club in the instance of an executive leaving their role suddenly. Student Groups will run Constitution hui in Semester Two each year to align with the beginning of the handover phase for the following year. These hui will assist in understanding how to write a strong constitution and what clauses to ensure are present for these tricky situations.

A constitution should cover:

- The name of the club, association or society
- Objectives (purpose of the club)
- Membership
- Meetings
- Appointment of Offices (How you elect the President, Vice President, Secretary and Treasurer)
- Control and investment of funds
- Property or assets distribution if the club is dissolved
- Dispute processes including rules around banning of members
- Control and use of the common seal (if applicable)

All other items or rules within a constitution cover issues that are specific to the administration of a particular organisation.

Your constitution should be reviewed at least once a year at the Annual General Meeting (AGM) and all committee members should make time in the lead up to the Annual General Meeting to ensure that the constitution is relevant, detailed, clearly expressed and unambiguous.

Things to consider:

- Are your **membership categories/types** still appropriate? Do you need to look at opportunities that could come from new membership types such as restricted membership or junior membership?
- Is the **membership application process** allowing your club to grow or is it holding you back? Does it offer the club flexibility to make changes if and when required?
- Are the club's **objectives/purpose** still relevant? In some cases, the objectives were written a number of years ago, and a lot has changed since then. Check that your purpose and objectives align with where your executive is headed.
- Is the **committee makeup appropriate**? If your club is unable to regularly fill all the positions on the committee, perhaps it is time to review the number of committee members required.
- Is a meeting **quorum** clearly defined? A quorum is a minimum number of members attending a meeting (i.e. an AGM) where a key decision needs to be voted on, such as the election of new executives.
- These **processes** should operate fairly, allowing all parties an opportunity to respond within reasonable time frames and ensuring decisions are made by consensus rather than by individuals.



Executive roles

Your group will have a number of executives who have a variety of responsibilities. The list of executive roles that are electable by your members will be defined in your constitution and will need to cover a minimum of three major functions:



President

The main role of the president is to manage and oversee the affairs of the club and be responsible for overall planning and organisation. The president presides at meetings and directs the team in meeting the members' needs. In cooperation with the other officers, the president establishes long-term and short-term goals. The president is the key contact person.



Secretary

The secretary manages all non-financial record-keeping and correspondence. This role is also responsible for keeping the constitution up-to-date, taking minutes at meetings and distributing the minutes and agenda to the executive board and/or members.



Treasurer

The treasurer manages the club's financial health. The primary responsibilities involve handling the finances, collecting membership fees, maintaining the asset register, collecting receipts and invoices and paying all bills. The treasurer prepares an annual financial report that is presented at the AGM and reconciles University grant expenditure.

Current University of Auckland students are encouraged to hold these executive positions in clubs, societies and associations. A minimum of 2 of these roles must belong to currently enrolled students at the University of Auckland.

Depending on the size of your group, the above roles may cover a wider variety of tasks, or you may wish to create additional executive roles to take on those tasks separately. These roles/tasks could include:

- Marketing and/or public relations
- Membership management
- Event management
- Volunteer coordination
- Health and safety

If you want to ensure there is always someone available to make key decisions, you may choose to make any of the above-mentioned roles into a Vice President role, i.e. Vice President Marketing. While in this case their main focus would be marketing and PR, they could also hold special voting rights if the president was unavailable and other additional responsibilities as described in your constitution.

Elections

At least once a year, your group will need to have elections for the positions of President, Secretary and Treasurer, as well as any other executive positions as defined in your constitution. It is important to note that a minimum of 2 of these three key roles must be appointed to current University of Auckland students.

Nominations for people and positions need to be moved and seconded during the meeting. This means that someone puts a person's name forward and another person backs them up. Nominations can be made in writing before the meeting and given to the secretary.

If there is only one nomination for a position, that person is declared elected and the meeting progresses to the next item. If there is a contest, that is if there is more than one nomination for a position, then an election must be held as outlined in your constitution.

In the event of an election, a person must be placed in the role of Returning Officer. This person is responsible for issuing ballots (voting papers) to the members, collecting the returned ballots and collating the results. The Returning Officer does not have a vote.

Before voting begins, each candidate should be given an opportunity to speak about why they are standing and what they would do if elected.

Your constitution will define how elections are run, however most of the time the person with the most votes wins.

Executive Handover Checklist

A core part of any club's long-term success is the ability to plan for succession and effectively hand over the running of the club to a new team.

- Arrange for the bank signatories to be changed as soon as possible — this can be a logistical headache!
- Hand over access to club email addresses, shared drives and social media accounts. We recommend changing passwords once this is complete.
- Update the executive on Engage, this will allow the new team to receive messages like Clubs Expo sign ups. See how [here](#).

- Have a handover meeting between each role (e.g. outgoing Secretary and incoming Secretary). At these meetings you should cover:
 - Standard processes or requirements of the role and how to complete them
 - Important dates
 - What worked well and what could be improved
 - What a typical year looks like
 - Important contacts
 - Some executives will also hand over written notes, these are excellent resources to update each year
- Talk about finances as a team, accounts should be transparent and easy to understand. If this isn't the case it may be the first order of business for the new team.
- Confirm if the club is a Registered Charity or Incorporated Society, both come with different reporting requirements.
- Ensure all new executive members have a copy of key documents such as the constitution, health and safety documents, any strategy documents, or any relevant information or process that is needed throughout the year.

Running an effective meeting

Formal meetings are appropriate if decisions need to be made, such as setting a budget or deciding an event plan for the year.

The president is usually responsible for running the meeting. They chair the meeting and guide people through the agenda (the list of things that need discussing or doing). It is their job to put motions to the group and then hold the vote.

For example: "That the club spend \$50 on a fundraising barbecue, all those in favour say aye, opposed no, abstentions?" and then judging whether or not the motion passed. Votes can also be held by a show of hands or a secret ballot should it be required.

The secretary's job is to take the notes of the meeting and formulate these into minutes. Minutes are the official record of the meeting and include what topics were discussed, any action points decided, any responsibilities assigned, any motions put forward, and whether they pass or not and by how much.

Minutes are not word-for-word recollections of the meeting, they are just indicative, so there's no need to worry about getting every single detail. Student Groups has templates and examples of well written minutes, [reach out for support](#).

An effective meeting is to the point and it's the chair's job to make sure that the meeting progresses at the right pace. To help with moving the meeting on, send an agenda to everyone ahead of time.

It helps to summarise and review the meeting at the end, making sure that all action points and responsibilities are clearly assigned and recorded correctly.

Annual General Meeting (AGM)

The purpose of an AGM is to give members a report on your activities and finances for the previous year, to allow time for members to ask questions and to elect members of your governing body (e.g. executive or committee members) for the coming year.

A well-run AGM has a clear agenda which is advertised in advance, and a secretary or administrator who can keep the meeting on track.

There are a number of items to tick off during your AGM. You need to:

- Present the Annual Report (usually by the president)
- Present the Financial Statement (usually by the treasurer)
- Elect the new executive members

Also, if there have been any proposed constitution changes, these need to be reviewed and voted in by the quorum in attendance and subsequently recorded in the minutes.

If there are matters arising during the year, between AGMs, that need urgent attention, an Extraordinary General Meeting (EGM), also known as a Special General Meeting (SGM), can be called by either the executive body or a club member. This could be to elect an office holder if an executive member has resigned, or if one or more members have a concern about the management of the club.

An Interim General Meeting (IGM) is generally called by a club just starting out and would include items such as putting a constitution together, and getting ideas from prospective members.





Financial responsibility

Executives are in a position of trust. You are responsible for handling, and accounting for other people's money.

There are two distinct areas of responsibility:

- Accountability to your members that you are managing the funds correctly.
- An obligation to the University to reconcile grant funding expenditure and provide receipts showing that spending matches the budget items that were approved.

Treasurer's Report

At your AGM, your members will expect to see a report on the financial transactions that have taken place over the previous year. This can be in the form of a balance sheet or a simple Income vs. Expenditure account. A paragraph or two commenting on the club's performance and expectations for the coming year is usually expected.

The University facilitates training, covering the importance of accounting information, accounting terms and concepts and how to prepare an income statement and balance sheet.

Bank account information

In order to be able to receive funding from the University, we need a statement showing who the authorised signatories are. Clubs generally select two signatories who are registered with the bank; these are usually the President and Treasurer. At least one of these signatories needs to be a currently enrolled student at the University of Auckland.

Acceptable banking proof:

- Bank deposit slip
- Bank statement
- Void cheque
- Letter from the bank confirming the bank account number and the account holder details, date stamped (less than six months old) and signed by the bank
- Screen-shot of the internet banking page clearly showing the bank URL
- Proof must show bank logo, bank account name matching the club's name and bank account number. Must be less than six months old and in English.

Important Files for Clubs

Below is a list of useful information for clubs. If you have any additional questions or have difficulties accessing any of the forms please contact Student Groups. All important documents can be found on Engage.

Risk Assessment

These forms are compulsory if you have an event with alcohol, under 18s, VIPs, external organisations, potentially controversial or divisive discussions, or over 100 attendees. Please attach this with your room booking requests to save on time as you will be asked to do it before the request can proceed.

Run Sheet

As with the risk assessment, this is needed for any events with alcohol, under 18s, VIPs, external organisations, potentially controversial or divisive discussions, or over 100 attendees. You may be asked for this in other circumstances as well. Having a runsheet is good practice and we encourage it for any event with an agenda.

QR code for drop-ins

Student Groups run drop-in sessions from Tuesday - Friday from 10.30am-12pm and 2.30-4pm. These may occasionally be cancelled due to exceptional circumstances - notice will be provided where possible. These sessions are an opportunity to discuss any questions or difficulties with the Student Groups Team who process your requests. Please scan the QR code upon arrival so that the team can best prepare to assist you.

Notice boards where promotional material can be pinned

Posters and flyers may only be placed in approved areas. Any materials found in unauthorised spaces may be removed by Campus Security. Student notice boards can be found across campuses. [See here for more information.](#)



Insurance FAQs

When establishing or reviewing your organisation's constitution, bank accounts and other details, it's worth considering insurance and how you will manage possible scenarios. The following are some frequently asked questions regarding insurance.

Should our club be insured?

All clubs are exposed to risks as they conduct their activities. The level of risk varies depending on the nature of the activity, but risk exists for all clubs, regardless of their size, how long they've been around, and their purpose. Your Club Executive is responsible for identifying the risks the club faces from its operations and prioritising them based on the likelihood and severity of impact that a risk could have on the club. Some of that risk can be mitigated by having good insurance coverage in place, but insurance doesn't absolve the club from having poor health and safety practices. Clubs must adhere to legislation (e.g. Health & Safety, Trade Practices, Sale of Goods etc.). Insurance is not a replacement for poor controls and practices.

It is up to your club to assess the risks and decide if insurance cover is required. We strongly recommend that clubs that participate in high risk activities (e.g. mountain climbing, snowboarding, skiing etc.) have adequate insurance coverage.

What sort of things can go wrong?

- Injury, serious injury, or death to people taking part in club activities caused by failure in health and safety systems.
- Loss, damage or theft of club equipment.
- Events cancelled due to extreme weather events or other reasons (e.g. could you refund those that have paid to attend a club event?).
- Travel plans can get disrupted. (e.g. what would happen if flights to your club competition were cancelled?)
- Defamation, libel or slander.
- Contractual disputes with venue providers (e.g. if you hold your club ball at a hotel).
- Club officers may be personally liable if they act outside the club's rules and objectives — such as breaches of trust or failure to perform their fiduciary duty (acting in the best interests of the assets they are in charge of).

Isn't our club covered by the University's insurance?

No. Clubs are separate legal entities and are responsible for their own activities.

What if the incident occurred at the University? Doesn't the University have insurance?

The University's material damage and business interruption insurance policy has an excess of NZ\$500k. So if a club was responsible for causing damage to University property, the club would be liable for the first \$500k of costs.

New Clubs

Clubs are defined as groups who aim to provide safe, inclusive and positive experiences on campus and who want to grow a community within an interest or commonality - such as a culture, religion, academic interests or hobby. You can apply to be a new club [here](#) when the links are open. New clubs will not need to re-register until 2 years after their initial acceptance (new clubs in 2025 will have to next re-register for 2027).

A campaign is an effort to create awareness for a cause, and an organised course of action to achieve an end goal. Please note the differences between campaigns and clubs. Campaigns will not be considered eligible for clubs registration as the kaupapa between the two differ. Student Groups are able to assist campaigns with room bookings, expo attendance and equipment loans under a Memorandum of Understanding. If you want to start a campaign on campus, please reach out to studentgroups@auckland.ac.nz as we can still assist within a different capacity.

To start a club on Campus you will need the following:

- 30 Currently enrolled students at UoA. Above this 30, at least 70% need to be enrolled students.
- A firm statement of purpose that clearly outlines kaupapa and identifies how campus communities and culture will be enhanced by this club's existence, ensuring that the club is not duplicating the kaupapa of existing clubs.
- A bank account with 2 signatories.
- The roles of President, Secretary and Treasurer must be currently enrolled students for new clubs as of 2025.

- An estimate resource requirement - how many rooms, how much money and how much rental equipment will be required for the club each semester/annually.
- AGM minutes.
- Elected President, Secretary and Treasurer at least to start - more can be elected later. These three roles must be assigned to different people.

If a club's kaupapa is unclear, or if there are concerns around the club's sustainability or intent, a Trial Period will be engaged upon registration. For more on trial periods for new clubs, please see [here](#).

Clubs Expo

Clubs Expo is run twice a year - in week 1 of each semester.

Clubs can apply for a stall at these events on Engage by the deadlines on page 3. They open on a Monday and close on a Friday. Late applications will be waitlisted.

These stalls are first in first served and often fill up within 2-3 days of the applications opening.

These stalls are the best way to get sign ups from City and Grafton campus students.

Expo is also arranged by the clubs' category, and so you will be with other clubs in your category (Spiritual, Causes, Academic and Specialist, Special Interest, Cultural and Sport). Keep this in mind when considering what category your club should belong to. For more info email studentgroups@auckland.ac.nz





PASTORAL SUPPORT

Mandatory trainings for club executives

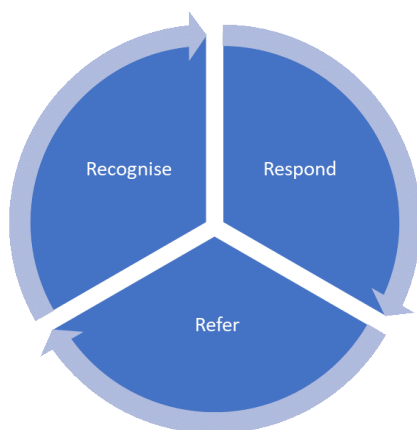
Upon re-registration, it is compulsory for student groups to send one representative to the Bullying, Harassment and Discrimination training and one representative to either Chat the Weird Out or Creating Cultures of Consent. If your club has over 500 members, Creating Cultures of Consent is preferred. These trainings also have Canvas modules that must be completed. Not signing up will mean the club cannot re-register. There will also be a fee for non-attendance or late withdrawal from the trainings. See more [here](#).

Bullying, Harassment and Discrimination training

The 'Addressing Bullying, Harassment, and Discrimination' online training package and in-person training programme seeks to address unfair bullying, harassment and discrimination. It is compulsory that at least two new executives from each club must attend this training each year. We suggest you share your learnings with the rest of your club so you can all work together to create a safe and inclusive environment.

Key points:

Remember the '3 R's'



What are your responsibilities in the areas of bullying, harassment and discrimination?

- Contribute to a safe social, work, or study environment.
- Communicate your issues clearly and fairly.
- Listen if you are being given feedback on the impact of your behaviour and consider the feedback seriously.
- Intervene in inappropriate behaviours.
- Have a clear stance and process in your constitution. See the University's [Zero Tolerance for Discrimination](#) as an example.

How can you keep your club safe from Bullying, Harassment and Discrimination?

- Ensure as many of your exec and members attend a **Bullying, Harassment and Discrimination Training**. Clubs who do not send the minimum 2 exec will be ineligible for grants. Follow this QR code to register:

SCAN ME:



- Getting the consent of new members wanting to join, to be checked with the Student Conduct Office to ensure they have not perpetrated any non-academic misconduct relating to BHD.
- Create your own flowchart for members wanting to report an incident of BHD to make this procedure accessible and simple.
- When managing disclosures of BHD use these 4 steps: **Listen** (don't be on your phone, go to a quiet place where you will not be overheard, give your full and active attention, don't try to fill in silences too quickly, let the person disclosing do the talking); **Validate** (validate their feelings and assure them that these are normal reactions, remind them that the responsibility for BHD lies solely with the perpetrator); **Empower** (ask them about what they need and ensure they are in a safe place or help them find a safe place to go, check they have support or connect them with support — this could be a family or friend, a helpline); **Look after yourself** (It can be difficult to hear someone else's story so you need to be compassionate to yourself. You never have to manage disclosures on your own).

Remember BUN vs. BURN vs. BURNI (Discrimination vs. Harassment vs. Bullying)

- B — Behaviour that is unwelcome conduct
- U — Unwanted
- R — Repeated or Significant
- N — Negative Impact or Detrimental Effect
- I — Intentional or Directed

SCAN ME: for the 'Being an Upstander' video:



Being an active bystander — 5 steps to stepping in

1. **Notice what is happening around you** — Is someone making a sexist joke? Or can you see someone is uncomfortable?
2. **Realise it is a problem** — Is the person okay? You can always check in with others if you aren't sure
3. **Decide to take responsibility** — We might think someone else will step in, or be worried about embarrassing ourselves. To be an active bystander you need to make the choice to step up
4. **Come up with a SAFE strategy to intervene** — your strategy needs to be safe for you, because if you are harmed in the process of trying to be an active bystander, you won't be able to offer your help. Your strategy should also de-escalate the situation, not escalate it.
5. **Take action: Be an active bystander** — Change the topic of conversation, talk to others and do something together, or speak to the person later about why their behaviour wasn't okay. Remember, only take action if it is safe to do so!



Creating Cultures of Consent and Respect within your club

What is consent?

- Consent is a free and mutual agreement made between two or more people.
- Consent is a verbal 'ENTHUSIASTIC YES' — it needs to be enthusiastic so it's clear that everyone involved is keen to do the sexual activity in question.
- Consent is not a contract — people can begin to engage in sexual activity then change their minds and want to stop, and that is totally okay.

SCAN ME: for the 'Consent' video:



When can't people consent?

People cannot legally consent to sexual activity if they are:

- Under the age of 16 (this law is there to protect young people, not punish them)
- If they are TOO drunk or TOO high (i.e. they can't walk straight; can't speak properly; look dazed and out of it; acting differently to when they are sober; sleepy; vomiting/passing out etc.).
- Or if they are forced, pressured, coerced, or threatened into saying yes or engaging in sexual activity.

What is sexual harm?

- Anything sexual without consent.
- There are many other words for this that people may have heard including rape, harassment, abuse, assault, molestation, but it is not our job to define people's experiences for them. People are free to define their experiences in whatever way suits them.
- It is NEVER the fault of the person who experiences sexual harm, it is always the fault of the person who has committed sexual harm.
- People who have experienced sexual harm have the right to seek help, if and when they choose to, as do people with harmful sexual behaviours.

Where to get support?

- **HELP** is a free, private, and confidential sexual harm support service. They have a drop-in service twice a month on level 3 of the Kate Edger Building, City Campus. You can also call them 24/7 on 0800 623 1700.
- **Safe To Talk** is a free helpline offering 24/7 confidential sexual harm support with trained specialists. People who have experienced sexual harm, or who are having harmful sexual thoughts, can contact Safe to Talk. You can text them on 4334 or call on 0800 044 334.
- Or follow this QR code to watch the 'Getting Support' video the Student Wellbeing Team created, featuring our Wellbeing and Equity Student Ambassador and some well-known Kiwis.

SCAN ME:



How can you keep your club members safe from sexual harm?

1. Ensure as many of your executives and members as possible attend a **Creating Cultures of Consent and Respect Leadership Training**. This training is delivered throughout the year to students including leaders, club executives and members, to develop an understanding of the prevalence and impact of sexual harm in New Zealand, to consider how to keep students safe from sexual harm and to learn how to manage disclosures of sexual harm safely and appropriately. **Please note at least two executives from each club must complete this session each year.** Clubs who do not send the minimum 2 exec will be ineligible for grants. Follow this QR code to register:

SCAN ME:



2. Ensure all members have access to sexual harm prevention and support resources, including the 'Harmful Sexual Behaviours' pages via [Be Well](#) on the University of Auckland website.
3. Before any event that will involve alcohol and/or other intoxicants, ensure there will be a group of sober guardians to keep an eye on things. Ensure that these sober guardians are safe and responsible and that they have attended a Creating Cultures of Consent and Respect Leadership Training prior to the event.
4. Getting the consent of new members wanting to join, to be checked with the Student Conduct Office to ensure they have not perpetrated any non-academic misconduct relating to sexual harm.
5. Create your own flowchart for members wanting to report an incident of sexual harm to make this procedure accessible and simple.
6. Ensuring all your messaging around consent and sexual harm is victim-centric. To be victim-centric means your club places the needs and priorities of sexual harm victims/survivors at the forefront of all conversations and processes around sexual harm. Additionally, you believe survivors of sexual harm and get them the support they need.
7. When managing disclosures of sexual harm use these 4 steps: **Listen** (don't be on your phone, go to a quiet place where you will not be overheard, give your full and active attention, don't try to fill in silences too quickly, let the person disclosing do the talking); **Validate** (validate their feelings and assure them that these are normal reactions, remind them that the responsibility for sexual assault lies solely with the perpetrator); **Empower** (ask them about what they need and ensure they are in a safe place or help them find a safe place to go, check they have support or connect them with support — this could be a family or friend, a helpline, or medical or specialist counselling assistance); **Look after yourself** (It can be difficult to hear someone else's story so you need to be compassionate to yourself. Sexual harm can be a heavy topic, and managing disclosures can have an effect on you. You never have to manage disclosures on your own).

SCAN ME: for specialist sexual harm services:



Clubs managing reports and disclosures of sexual harm

If you or another member are feeling unsafe within your club or have experienced behaviours at university that are of concern, [Te Papa Manaaki | Campus Care](#) is here for support. They can give advice about options, reporting and support. You can contact them via their [online reporting form](#). You can remain anonymous if you wish.



Please note the University's reporting options below:

- **You or another member of your club wants to tell someone but doesn't want the matter formally investigated** — You can make a disclosure to the Campus Care team if you do not want the University to investigate the matter or take any specific action, but you do want the University to have a record of what happened. You can still make a formal complaint later if you wish. You can choose whether this information is reported anonymously or captured against your name.
- **You or another member of your club wants something to happen, but you want to understand your options** — If you indicate you want to make a complaint but you're not sure, the Campus Care team can support you to discuss your options and the processes with the [Student Conduct Office](#). You can then take the time you need to decide what is the right option for you.
- **Disclosures and confidentiality** — In some instances, the University will investigate/consider formal action when there appears to be a serious and imminent threat to life or health. You will be informed before action is taken and, as much as possible, this will be done in collaboration with you.
- **You or another member of your club wants to make a formal complaint** — Complaints about staff made by students will be addressed under the staff section of the [student complaint process](#) and complaints about other students made by students will be addressed under the student section of the student complaint process. You can learn more about this by talking to the Student Conduct Office.
- **You or another member of your club wants to report to the police** — If you want to report the matter to the police, the Campus Care team can provide information and support through this process. Or you can receive confidential external support from [Auckland HELP](#) (0800 623 1700). You can report something that happened recently or historically. For more information about reporting to police check out their [website](#).

For more information about all these options check out our ['how to report an incident'](#) page.

Who can support your club with reports and disclosures?

[Te Papa Manaaki | Campus Care](#) is a safe, confidential, and free service that supports the health, wellbeing, and safety of everyone at university. They can assist you to access specialist counselling, medical services, receive financial or accommodation support, or arrange academic adjustments and support. They will work alongside you to ensure inclusive and responsive support to meet your needs.

[The Student Conduct Manager](#) is the primary reference point in the University for all matters relating to student non-academic misconduct, including complaints against students, or disputes between students. The Student Conduct Manager assesses disputes between students or complaints about student conduct and can recommend or determine the appropriate next steps, which may include referral to an external mediator or disciplinary procedures. The Student Conduct Managers cannot remove people from clubs, however there are things that the Student Conduct Manager can do which may result in someone not being able to attend club events and activities anymore. This information should be clearly stated in your club's constitution.

For any questions on how to keep your club safe from sexual harm, email the Student Wellbeing Team at wellbeing@auckland.ac.nz

Do you need help?

The University has a range of ways to get help if something has happened to you or someone you know.



University Health and Counselling Service

Appointments are available with a doctor, nurse or counsellor. Visit the website for more info and to enrol online.
auckland.ac.nz/studenthealth



Puāwaitanga Counselling

A service run by trained counsellors and available to all students, providing support with feelings of anxiety, relationships, grief, addiction and more.

Phone: 0800 782 999, available 7 days a week 9am-9pm
Website: Visit auckland.ac.nz and search 'Puāwaitanga'.



Be Well

A range of general wellbeing self-help resources, to support your physical and mental health during your time at University.

auckland.ac.nz/be-well



Rainbow Support Worker

Provides a holistic approach to student wellbeing for the rainbow community, offering 1:1 support and group opportunities for discussion.

equity.auckland.ac.nz/rainbow



HELP Drop-in Centre

HELP is a private and confidential service providing specialist support for sexual abuse survivors.

Phone: 0800 623 1700 (available 24/7)
helpauckland.org.nz



Proctor

The Proctor is the primary reference point for all matters relating to student non-academic misconduct.

auckland.ac.nz/proctor



AUSA Advocacy

The AUSA Advocacy service is completely independent from the University and offers free and confidential advice.

ausa.org.nz



UniWellbeing

An online therapy tool for students experiencing mild worry, stress, anxiety, low mood or depression.

Email: uniwellbeing@auckland.ac.nz



Faith and Spiritual Wellbeing

Spiritual support is available for students at the University.

Website: Visit auckland.ac.nz and search 'spiritual wellbeing'.



Complaints about Staff

If you have a complaint or need to report an incident, there are multiple avenues available to you, including advice from the University Proctor, AUSA Advocacy and Te Papa Manaaki.

auckland.ac.nz/complaints-and-incidents



Student Disability Services

The team offer a range of services to make studying at the University an accessible and positive experience by tailoring support to suit each individual student.

disability.auckland.ac.nz



Te Papa Manaaki, Campus Care

Students can fill in the form (anonymously if they wish) to report a concern or request advice/personal support for themselves or another student. Available to all members of the University community concerned about a student.

auckland.ac.nz/campus-care



Chat the Weird Out

Chat the Weird Out is one of the workshop available for completing re-registration, alongside Creating a Culture of Consent and Respect. Chat the Weird Out covers healthy relationship tips to resolve conflicts or awkward conversations (or chatting the weird out). While much of the workshop is general and provides tools that can be used every day, try to think about how you could apply them in your club contexts, whether it is to deal with issues within your executive team or with club members.

Key points:

How do you Chat the Weird Out:

Call It Out, nicely: address the issue directly but with kindness. Use “I” or “We” statements to express your perspective without blaming the other person, if possible! People make mistakes, and it’s likely the person’s bad behaviour was not intended to cause harm.

Share your feelings: express how the situation makes YOU feel. We only know our own thoughts, feelings and intentions for sure, so try to avoid judging the other person as this can escalate the situation. This part is not compulsory; no one is entitled to your emotions. You are the best judge of when it is a good time to share how you feel.

Highlight the behaviour change: suggest a solution or a change in behaviour. What can the person do now to ensure that this discussion does not need to happen again?

Discuss what’s next: plan how to avoid similar situations in the future. It is your opportunity to provide them with a learning experience, and even maybe learn a thing or two from them yourself!

Tips for Chatting the Weird Out:

Follow the ABCDEF!

- Avoid gossip or blame:
- Remember Boundaries
- Care about the other person’s perspectives
- Deliberate listening leads to understanding
- Evaluate your triggers
- Find time for self-care

Do you need to Chat the Weird Out? Reflect on whether the issue is serious, if it’s genuinely your problem, and if discussing it will benefit you in the long run. Processing your thoughts with friends or through writing can clarify your emotions.

What would happen if you did not? Are you avoiding people or situations because of this issue? Would resolving it improve your comfort in your relationships? If you answer yes to most of these, unresolved issues may continue to affect you negatively.

Is it worth the effort? Engaging in difficult conversations takes time and energy. Consider making a pro-con list to determine if the benefits of addressing the issue outweigh the drawbacks. Remember, leaving it unresolved typically leads to negative outcomes.

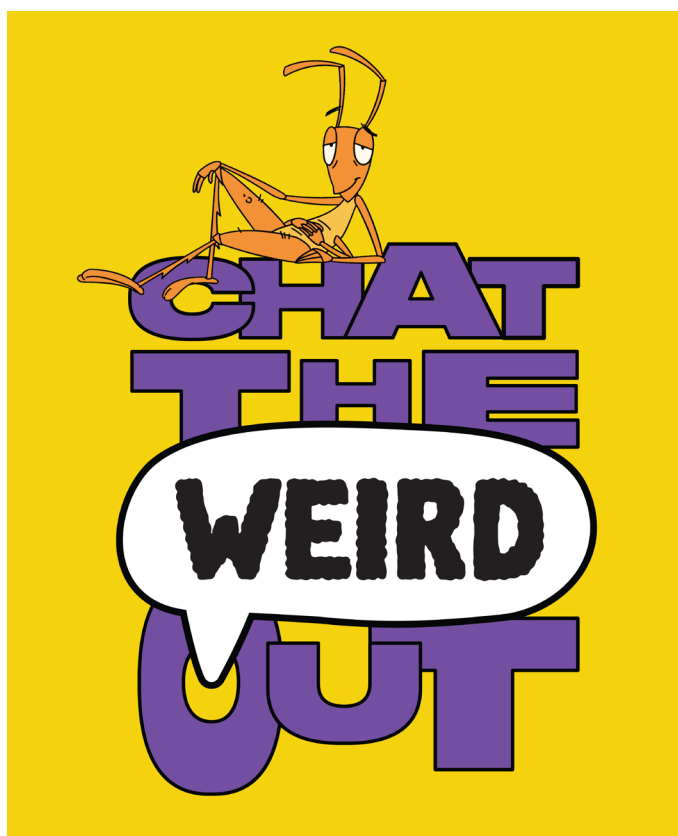
What if it goes wrong?

While discussions should ideally improve situations, they can sometimes worsen. This can occur in two scenarios: increased awkwardness or potential danger.

If awkwardness or frustration escalates, assess your body’s response. If you feel confrontational, stay calm, breathe deeply, and choose your words carefully. If you want to flee, suggest a break and revisit the conversation later when emotions have settled. Always acknowledge your feelings and those of the other person, aim to stay respectful, and be understanding.

If the situation becomes unsafe, exit immediately, either by leaving the room or contacting Campus Security (0800 373 7550) or the Police (111 in New Zealand). If someone’s safety is at risk, call the Police, regardless of their wishes. Remember, their risk is not your fault, and rational discussion isn’t possible with someone who is irrational.

For more information, check out the [Chat the Weird Out website](#).



Complaints and appeals

Clubs, societies and associations are an important part of University life. Should you experience behaviour that concerns you or have questions in relation to a group, you may contact a variety of support services or follow the processes outlined below. These processes directly relate to the Official Recognition Principles.

These processes do not negate other University policies and procedures, in particular those on [bullying and harassment](#). Please let us know if you are uncertain about where to direct your complaint.

Complaints

Complaints, concerns, or questions about an officially recognised student group can be directed to studentgroups@auckland.ac.nz in the first instance where, if appropriate, a response and action may be taken by Student Group staff. The Club Support Committee will be kept aware of complaints and intervene if required. Depending on the nature of the feedback, the group in question may have additional requirements or recommendations made.

The group in question will usually be made aware of the details of the complaint and given a chance to respond. Intentionally false accusations of a frivolous or vexatious nature, or allegations that are found to be unsubstantiated, are not appropriate and will be dismissed.

Concerns about individuals

If you're concerned about individuals in a club or at a club event you can make a report. Identifying this behaviour early on minimises the risk to those affected and provides greater opportunities to support and help people in need. You can submit an anonymous concern.

Report a concern [here](#)

Banning Members

Club disputes, including those which result in the banning of membership, should first be dealt with internally by the club executives. Where escalations arise, this can then be escalated to Student Groups (Student Voice Team Leader). If you are unsure, or want any advice, please email studentgroups@auckland.ac.nz.

Appeals

Appeals go beyond a complaint and call into question whether a group should remain recognised. There are limited grounds for this action and it is generally reserved for serious cases.

Note:

- The appeal must be in relation to the [Recognition Principles](#), namely not meeting the requirements of Student Groups outlined in this document and other University policies and procedures.
- The appeal must be raised within the same academic year that the incident occurred.

Please also note that appeals without just cause will not be submitted to the Club Support Committee for consideration and that only recognised groups can have their status contested.

Once an appeal is accepted for consideration, the following time lines are in place to ensure the matter is dealt with in a timely manner.

- The student group in question will be notified of the appeal within three working days and will then have ten working days to respond to the request.
- The Club Support Committee will respond to the appeal request within 15 working days of submission.

The decision of the Club Support Committee is final and is expected to have one of the following outcomes:

- The appeal is upheld — the student group will no longer be recognised and will be unable to access services provided. The student group could apply to become recognised again in the next academic year.
- The appeal is not upheld — the student group will continue to be recognised and may access services provided. An appeal on the same grounds cannot be submitted within the same academic year.
- The Committee could also offer advice, provide guidance, or add requirements to the student group to meet any issues raised by a complainant.

Appeals can be lodged with the Club Support Committee via studentgroups@auckland.ac.nz.



Support for club disputes, incidents and disclosures

Disagreements and incidents between executives, amongst members, or receiving complaints or disclosures can be distressing and harmful for the long term stability of a club. There are several ways to resolve disputes and you could start by considering what conflict management style you — and other parties involved — have.

In the first instance, you should consult your constitution to check if there are any guidelines in place and work together to find a resolution. If there are not, your executive should consider updating your constitution.

If you require more support, there are third parties within the University that can assist in resolving issues and in providing Pastoral Support. All these services are free.

- **Student Engagement Team**

The University has dedicated team of staff who work with all student groups. They can provide advice and learnings from other similar situations, act as a neutral party, and recommend ways to move forward. The team should be your first port of call if you are experiencing a conflict that cannot be handled internally. Contact the team on studentgroups@auckland.ac.nz. There are also student engagement staff across faculties who can help.

- **AUSA Engagement Vice President**

Independent to the University, the Engagement Officer is a current student who can act as a neutral third party with advice from a student association perspective. Contact them on engagementvp@ausa.org.nz.

- **AUSA Advocacy**

Independent to the University, student advocates can offer a safe space to discuss your concerns and assist with general legal advice. Contact the [Student Advice Hub](#) on cityhub@ausa.org.nz.

- **Student Conduct Office**

The Student Conduct Manager is the primary reference point in the University for matters relating to student non-academic misconduct, including complaints against students, or disputes between students. The Student Conduct Manager assesses disputes between students or complaints about student conduct and can recommend or determine the appropriate next steps, which may include referral to an external mediator or disciplinary procedures. You can also report clubs issues to the Student Conduct's Office (anonymous or named) if you'd like the University to have a record, but not acted on. Contact the Student Conduct Manager on studentconduct@auckland.ac.nz.

- **Counselling service**

The counselling service is available for individuals who are interested in talking through any matters in a confidential forum. There are no matters too small. If whatever is worrying or distressing you is preventing you from achieving your academic goals and enjoying your life, then it is important. Addressing a problem before it gets too big is often a more effective way of dealing with difficulties. See the [counselling website](#) to make an appointment.

- **Te Papa Maanaki | Campus Care**

Campus Care is a safe, confidential and free service that supports the health, wellbeing and safety of everyone at University. Find out more on the [website](#).

Student groups are considered external to the University with their own constitution and aspirations. However when on campus, operating under the University name, or on a University-related activity, all students must ensure their behaviour is in line with the [Code of Conduct](#).



DESIGN COLLECT

GRANTS



This guide is designed to help you better understand how and when you can apply for funding from the University.

The Club Support Committee allocates \$500,000 annually to recognised student groups to help them create a vibrant and engaging campus community. The funding for grants is from the [Compulsory Student Services Fee](#), which is sometimes called the Student Levy.

What are the types of grant available to us?

Major Grants

These grants are offered twice a year and are usually large sums of money.

Small Grants

These grants are offered many times throughout the year and are for smaller amounts of money (max \$500).

When can we apply for a grant in 2025?

Round	Application deadline	Approximate payment date*
Major Grant One	Tuesday 21 January	Tuesday 25 February
March Small Grant	Friday 21 March	Tuesday 29 April
April Small Grant	Friday 25 April	Tuesday 20 May
Major Grant Two	Friday 23 May	Tuesday 24 June
June Small Grant	Friday 21 June	Tuesday 15 July
July Small Grant	Friday 25 July	Tuesday 12 August
August Small Grant	Friday 28 August	Tuesday 16 September

**Please note that the speed of payment is dependent on your group having receipted the previous year's funding and being set up by the University to receive payment (you have this if you have received funding previously). Payments are managed by the University's finance team and workloads during different times of the year may affect the timing of these payments. Please stay in touch with the Student Groups team to discuss any issues. Clubs also need to have completed the mandatory training requirements and registration requirements to be eligible to receive funding.*

What can we use a grant for?

Major Grants

- Large events and activities, particularly those that contribute towards the creation of a vibrant, diverse, and engaging campus. Limited catering is supported.
- Partial cover of assets for the club that can be used long term.
- Campaigns centred on students' issues, concerns, or causes.
- Health and safety equipment or training.

Small Grants

- Banners, flags, and other marketing materials.
- Start-up costs for fundraising activities – must be explained what these are on application.
- Small on-campus events and activities.
- Minor equipment that can be monitored with an asset register.
- Assisting new clubs with an establishment fund of up to \$100 – must be explained what these funds will be used for.

What are grants NOT to be used for?

Grants are not intended to be used for the following:

- Payment of a person (e.g. sports coaches, speakers, performers)
- Registration fees
- Events where alcohol is present like Pub Quiz nights, steins, balls, cocktail parties or pub crawls.
- The benefit of third parties outside of the University like charities, businesses and political parties.
- Clothing, unless it is an asset that can be used long term.
- Travel and transport
- Off-campus venue hire
- Grants will not be approved as a reimbursement
- Website hosting fees, subscription fees, or Google Drives.
- Koha or gifts
- Prizes or awards
- Activities or objects that only benefit exec or a small number of people

Note: The committee reserves the right to withhold funds from activities that are seen to be exclusive, or go against the University's equity guidelines and strategic objectives.





Limitation on Grant requests

Limits will be applied to these requests:

- Pizza requests (up to \$150)
- Banner requests (up to \$100) payments
- Executive Meeting Catering (up to \$150)
- AGM catering requests (up to \$200)

Please note, once approved, it may take 2-3 weeks to process.

How do we qualify for a grant?

Student clubs are required to meet the following criteria to be considered for funding:

- You must be a recognised student group belonging to the University of Auckland.
- 70% of the group's membership must be made up of current students or alumni (up to three years).
- Group records must be up to date, including a bank account in the group's name, which is shown through an active portal on the University site.
- Funding receipts from the previous year must have been submitted.

How much can we apply for?

The table below gives an indication of the maximum amounts which will be considered for allocation by the committee. However, these grants are driven by the amount of funding available, the number of applications received, and the quality of these applications. It's important when submitting your requests that you remain within the below limits as additional amounts will not be considered. If you apply for more than the allowance, your application may be declined. It is worth noting that Clubs requested more than \$1.7 million worth of funding in 2024.

Number of members	Maximum funding to be considered for the year
20-40	Up to \$1,000
40-70	Up to \$2,000
70-150	Up to \$6,000
150+	Up to \$10,000

**This amount is not in anyway guaranteed and provides an upper limit of the funding allocation to be considered. Final allocations will depend on a number of factors outlined above.*

How do we apply for a grant?

- Plan your year's vision or list of activities with your executive team. It is not a given that you will receive a grant every year, so make sure you have a backup plan as well.
- Articulate your idea for a grant in writing, bearing the funding guidelines in mind. Include the date, time and place your event will take place (if applicable), and also outline the benefits to club members and the wider student community.
- Ensure your portal is up to date with key documentation like a constitution and bank details.
- Prove your membership is made up of 70% current students or alumni (up to three years) by collecting student IDs and membership fees (if applicable).
- Prepare for your application by ensuring you have the appropriate permissions (listed as an administrator) to complete the application, and you know how to use the website.
- Demonstrate your financial capability by providing receipts for the previous year's funding and preparing a considered and itemised budget for your new funding request. You can also prove your ability to manage funds by seeking and declaring alternate revenue streams, such as membership fees, sponsorship, ticket sales, fundraising and donations.

Receipts Submission Deadlines

- If Grants Round 1, you will have to wait until the end of April to submit receipts.
- If Grants Round 2, you will have to wait until the end of November to submit receipts.

What happens after we receive funding?

Once you have received funds from the University, it is expected to be reconciled, so that you can demonstrate that money was spent where allocated.

What do we do if our receipts don't match our spending?

That's okay. Your original request was a budget and we expect that some things might cost a bit more or a bit less. Make a note of the difference and we'll be in touch if we have any questions.

What if we don't spend all of our grant?

Contact us on studentgroups@auckland.ac.nz to request a reallocation of funds and we will formally record it on your budget. Ideally you will be able to reallocate the extra funds to another project or event your group has in mind.

What do we do if we have lost our receipts?

If you have tried everything you can to retrieve a missing receipt, but have had no luck, you could highlight your bank statement to show the spending.

It is really important to ask for, and keep, receipts. We strongly recommend taking a photo and saving it to a shared location, as providing receipts proves that your group has spent funds appropriately. If you have lost receipts, we may speak with your group about how it manages funds overall.

What if we used petty cash to make the purchase?

Please talk to us on studentgroups@auckland.ac.nz if this your situation and we can work out a plan to ensure similar problems don't arise in the future. Your petty cash process should include passing receipts to the treasurer for safe keeping, although this may depend on your constitution.

What if we are a new club?

Obviously if you are new you will not be able to provide evidence of responsible spending from previous years. Just ensure that as you start out, you keep organised and accurate details of your budgeting, petty cash, and overall spending. And hold on to those receipts!

Where do we submit our receipts?

You can submit your receipts on the '[Grants Funding Receipt Submission](#)' form on Engage.

Important Note:

Make sure that we have the correct email address to contact you on.





EVENTS

University of Auckland policies and procedures

Please see University of Auckland website for [event management policies](#).

Student Groups wishing to hold events on Campus MUST contact studentgroups@auckland.ac.nz to arrange room bookings and other documentation. All room bookings for club events must be booked via the Student Groups team with 2 weeks' notice.

If you know that you have U18 and/or VIP guests, a risk assessment and runsheet are needed with 3 weeks notice to ensure all policies and processes are being followed for the health, safety, and wellbeing of these guests.

Student clubs, societies, and associations should strive for inclusion at events. This includes disability inclusion. Please see [here](#) for the inclusive events guidelines to ensure your events are assessable to all students at the University. If you are unsure on how to plan an inclusive event, please reach out to Student Groups.

Risk assessments, floor plans, and run sheets

Planning is a vital part of running an event, and whether you are hosting activities on or off campus, you are responsible for ensuring that your event is a safe and suitable one.

Considering risks, seeking advice, and adjusting plans if necessary helps to keep everyone safe. Your plans should take the level of risk associated with the event into account. For example, a board game evening has significantly less risk than running a student ball.

Activities that fall outside of 'business as usual' usually require one or all of the following:

- **Run sheets:**

These breakdown an event to show exactly what is happening at a specific time and who is responsible. A run sheet helps to remove confusion around who is doing what and when.

- **Floor plans:**

These are a layout of the physical space, which show where items are located. They help with easy setup and keeping egress and exit points clear.

- **Risk assessments:**

These give you an opportunity to discuss how you can address risks associated with your activity.

Student Groups have templates and examples for these. If you are required to fill in one or all of the above, please contact Student Groups.

Five steps to assess risk:

1. Identify the hazards — consider the event and what could reasonably be expected to cause harm (physical, financial, or even reputational).
2. Decide who might be harmed and how — consider each hazard and how this may relate to executives, attendees, and members of the public.
3. Evaluate the risks and take precautions. In the case of a BBQ for example, this could include:
 - a. Trying a less risky option (swapping raw chicken for pre-cooked sausages)
 - b. Preventing access to a hazard (keeping gas bottles outside in a locked area)
 - c. Reducing hazard exposure (placing mats down to prevent any oil slips)
 - d. Providing protective equipment (using gloves or hand sanitizer)
 - e. Providing facilities (make cleaning kits available)
4. Record your findings and implement them — it's important to document your plan to share with your team. Make sure you agree on an approach to minimising risk.
5. Review the risk assessment and update if necessary — take time to debrief after the event and make notes for future executives.



Incidents and accidents

Accidents and incidents can cover more than just physical harm and could include unwanted behaviour and environmental damage. While we prioritise considered event planning, there can be situations where the unexpected arises.

In the event of an emergency (fire, crime, or accident), phone 111.

The University is here to support you and your executive, and the wellbeing of all club members is a high priority. If an incident or accident does occur, please get in touch as soon as possible to let us know.

Contact Security on campus on (09) 373 7550.

- Read more about [safety on campus](#).
- Contact the team on studentgroups@auckland.ac.nz or 027 523 0011

In any case, in the first instance, seek first aid or medical treatment if required.

Club Presidents are given special permissions to make incident reports directly.

Serious accidents

If someone is seriously hurt, immediately ring 111 and get them medical aid. Once they are taken care of, preserve the scene for an accident investigation (or take plenty of photos). The University Health and Safety Manager should be informed on 027 801 2042, as well as the relevant Student Centre.

First aider duties

At any activity or event your organisation is responsible for attendees' safety. In the event of a medical emergency a nominated, qualified first aider should be present.

1. Gaining a qualification. Student Groups offer opportunities each year.
2. Knowing where first aid kits and defib's are in the event of an emergency.
3. Able to be calm and delegate tasks (such as calling 111) while performing required First Aid.

Fire warden duties

At any activity or event your organisation is responsible for attendees' safety. In the event of a fire, a nominated person from your organisation is responsible for getting others to safety by:

1. Understanding evacuation locations and warning/moving people to safety in the event of an emergency.
2. Warning people and instructing them to leave.
3. Checking areas such as toilets and showers, if possible.
4. Appointing helpers to assist those who need assistance to evacuate.
5. Closing smoke stop doors.
6. Noting the location of those left behind in stairwells.
7. Reporting to the evacuation point, and passing on any relevant information to the building warden, fire service team leader, or any other person who is coordinating the evacuation.
8. Making sure that people do not re-enter the building until the 'all clear' has been given.

Each room on campus has information about the evacuation point for you to check. If you are hosting a larger event across multiple rooms you should announce the location as part of welcoming speeches.

Fire Warden training will be available in addition to First Aid training from 2025. If your club hosts larger after hour events, we encourage attendance at this event to comply with the University's Health and Safety.



Reporting a health and safety incident

All accidents or incidents involving physical harm, whether they cause injury or not, must be reported and recorded. Presidents are given special authority to make reports on behalf of their organisations.

Presidents can make reports [here](#). All executive members can contact studentgroups@auckland.ac.nz to make a report if needed.



Reporting concerning behaviour

We encourage everyone at the University to reach out whenever they see concerning behaviour or are worried about another student. Identifying this behaviour early on minimises the risk to those affected and provides greater opportunities to support and help people in need. You can submit an anonymous concern.

Report a concern [here](#).

Alcohol and drug protocol

Protocols off and on campus

Alcohol may feature at a range of events, including networking functions, parties and other social gatherings.

As per the Sale and Supply of Alcohol Act 2012:

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly.
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

We encourage events without alcohol, and will not fund events where alcohol is featured. At events where alcohol is present we encourage delegated sober executives be present. We do not endorse Under 18 presence at events where alcohol.

Meeting acceptable standards

- Make sure you hold events at licensed venues with a duty manager present.
- Apply for a special license with Auckland Council if alcohol will be served at a hired location or on a bus trip.
- Ensure there is food, water, and non-alcoholic options available for guests.
- Discourage drinking games and other activities that promote the consumption of alcohol.
- Ensure that the Student Groups Team and/or ECG Team are aware that you are planning to serve alcohol at your event, at least 3 weeks before your event.

Risk assessment

Completing a risk assessment is a great opportunity to consider how you will manage alcohol consumption at your event or on a trip.

You can also check out the tips at [Host Responsibility!](#)

Alcohol on campus

You can serve alcohol at your on-campus events by engaging a duty manager from one of three approved University caterers, or by holding the event in a licensed venue. You cannot bring, store, or provide alcohol yourself.

A duty manager doesn't cover serving staff, so appropriately trained executive members may be able to cover this.

Contact us at studentgroups@auckland.ac.nz to talk through the details of booking a duty manager and the costs involved.

Licensed venues

Licensed venues on campus include Shadows, Strata Café, Superfino Cafe and Shaky Isles. Individual pricing varies between venues, [contact](#) each directly to discuss details. If you are planning to serve alcohol, you can either go to a licensed venue, or go with University catering, as they are a licensed supplier.

Drugs overview

It is not acceptable to promote, consume, or trade illegal drugs.

Set the tone of your event, especially trips, by being explicit in the sign up that drugs are not a welcomed part of your activity.

Should you notice someone at your event engaged in this activity, you may then ask them to leave, or contact the police or [Student Conduct Office](#) for further support.

If they appear to be in medical distress, do not hesitate to call 111 and ask for an ambulance.





On-campus events

Room bookings

Booking a room/space

There are a range of small and large spaces on the University's campuses that can be used for activities. Recognised student groups must request bookings through the Student Groups Team by emailing studentgroups@auckland.ac.nz. Please note you will need to supply information about the event for the room to be requested. Fill in the checklist on Engage and send it with your request to speed up the process. If more information is needed, a risk assessment and/or runsheet will be sent for you to fill in.

After you have submitted request, you will receive two emails; one acknowledging the request and another confirming your request. Occasionally you will only receive the confirmation email, which will cite the reference number for the venue. Make sure you bring a copy of this email with you when you use the room.

If there are any issues with access, call Security (09) 373 7550 and show them the email.

Booking tips

When booking a room, keep the following points in mind:

- Booking requests must be received at least two weeks in advance of your desired booking date. Bookings after 12pm the day before cannot be processed.
- The earlier you get your request in, the higher your chances of securing a room.
- If you plan on having regular catch-ups, the maximum we can book a room for is 8 weeks.
- You have a better chance of securing a venue outside of teaching times, so plan to have events in the evening or on the weekend.
- You can look beyond City Campus when booking a room. Epsom has free parking, which can be very handy!
- There is also plenty of outdoor space that you can book, so think about what would best suit your event before choosing a location.
- Booking requests cannot be larger than 20% of the expected attendees: For example, if you have 100 guests expected, total rooms cannot fit more than 120. This also applies across rooms, if you want multiple small rooms, room size will be reflective of estimated attendance (i.e if you have 40 people and want 4 rooms, rooms will fit 10-15 people).

Room booking template:

Event Name:

Club's Name:

Club's Email:

Event information:

Number of Attendees:

Date(s):

Day(s):

Time (start/finish) :

Room(s) / Room feature preferences:

[For all event documents and guidelines, head over to Engage.](#) Please send this template along with the events checklist for the request to be processed. If you don't get sent a reference email the request has not been processed.

Important notes

The event organiser is held responsible for all aspects of an event, so should be present at all times – this includes online events. They must ensure the room is left clean and tidy, and that furniture is put back where it belongs. The event organiser must follow the University's space management and event policies, making sure that no signage is attached to walls, and that entrances and walkways remain clear. If policy rules are not followed, the club risks being charged for damages. Bookings for OGGB foyers must be made at least 4 weeks in advance.

Recommended Seminar Room Buildings

B201, 206, 114, 119, 301, 303, 305, 423.

Recommended Lecture Room Buildings

B201, 401, 405, 109.

Please know bookings in 260 rooms 101, 088, 071 can incur a fee, please see the [Techsite Event Support Charging rates document](#) for all OGGB charged rates. This is on Engage.



Food-friendly spaces

Eating and drinking is not permitted in spaces such as lecture theatres and tutorial rooms. However, other spaces on campus are suitable. See the table below for a guide on rooms where food can be served.

Food-friendly rooms

Room number	Room name	Capacity	Additional information
207-501	Unleash Space	161	Unleash Space is a large workshop-style space perfect for collaboration, seminars or social events. Keep in mind all bookings at the Unleash Space are subject to the approval of the Centre of Innovation and Entrepreneurship. This space has flexible seating, some tables and two sinks.
260-310	Decima Glenn	60	Like other OGGB spaces, booking this room requires pre-planning and paperwork. There may be costs associated with room setup.
311-346	Student Common Space	50	This space has flexible seating, some tables and a projector screen. There is a kitchen nearby with a microwave, fridge, some utensils, and a dishwasher.
311-319	Student Common Space	62	This common space has flexible seating and tables.
315-101	Workshop 101	40	Workshop 101 is a great space for workshops, movie nights and other fun activities. It includes movable tables and chairs and a large TV screen.
315 Level 2	Te Kāuta Student Kitchen and Lounge	30	Guidelines exist for use of this space, as this space cannot be booked for exclusive access. General student access to the kitchen facilities must be maintained throughout the event.
201 Breakout Spaces	Breakout Room	10-59 (depending on which space)	Breakout spaces are on levels 1, 3, and 4 of 201 and can be used alongside room bookings as a place to serve food.

Food-friendly foyers

Often you want to set out some refreshments or offer some form of catering for larger events. In these instances, consider the foyers adjacent to lecture theatres. Booking these spaces requires forward planning, as availability of any foyer space depends on activity in adjacent areas.

For example, you will not be able to book the Library basement for mingling if there is a class in a neighbouring lecture theatre. Ask us and we'll look for the space that best fits your requirements.

Food-friendly foyer spaces

Foyer/Atrium in the Arts/Education building – 201-440 adjacent theater.

Foyer number	Capacity	Adjacent rooms and capacity	Additional information
109-B00C1	146	109-B10 (218) 109-B15 (269) 109-B28 (419)	Library basement
201-495 and - 496	146 (for 495) 144 (for 496)		B201 Atrium
260-071	200	260-051 OGGB5 (142) 260-073 OGGB4 (291)	The OGGB foyers are very flexible, but require the most pre-planning of any space on campus. You will require a run-sheet, including a floor layout (templates will be provided), and these need to be finalised a minimum of two weeks in advance. These must be attached before we can request a room. Please note OGGB bookings may incur a fee. See more on the page 33 or on Engage.
260-088	100	260-092 OGGB3 (289)	
260-100L5	80	FPAA, 260-115 (569)	
260-101	80		
302-G60	450		Science foyer This space is most often used as a stand-alone area for events like expos or networking events.
302-G80	300		The furniture in these spaces is only to be moved by approved personnel. There is usually an associated cost.
401-400L4	50	401-439 (256)	Neon foyer in Engineering
423-300L1	50	423-340 (50) 423-342 (180)	Conference Centre between Engineering and Security

Food-friendly outdoor spaces

Space Name	Site number	Covered
Quad Atrium	311Q-B1 & 311Q-B2	Under cover
Main Quad	311Q-D1 & 311Q-D2	Under cover
Barracks Lawn	104: Lawn	No cover
Engineering Courtyard	4013-3 Courtyard	No cover
Courtyard outside CAI Student Centre (Public space)	421E-Courtyard	No cover
John Hood Plaza	OGGB	No cover
General Library front entrance space	N/A	No cover

Guidelines for Clubs

Below we have summarised Student Group Guidelines around best practice recommendations for student clubs, societies and associations. These guidelines are modified versions of the University's wider guidelines and/or policies. Clubs agree to adhere to these guidelines annually upon re-registration. Full guidelines can be found on Engage under Student Groups Documents under 'events'.

Under 18 Guidelines:

There are different guidelines for clubs interacting with U18 depending on their enrollment status at University of Auckland.

Obligations to the duty of care for U18 members or attendees at events is paramount and a legal requirement for non university members/guests.

The university has several guidelines and policies in relation to interactions with U18s. Please review the summary attached as they relate to student groups.

Staff in Clubs Guidelines:

We support the creation of positive relationships between staff and students, however, care must be taken to prevent unprofessional relationships, or conflicts of interest in an academic or professional setting.

Staff should be aware of power imbalances and how these can change the dynamic within a club setting. Attached guidelines follow UoA guidelines on staff/student relationships.

Transport:

Whether domestic or international, or by plain, train, car, or walking, transport is inevitable in the club.

All modes of transport come with their own health and safety considerations.

If traveling internationally, we have travellers checklists which you can use to get started. Please communicate with student groups if the club is new to international travel.

For domestic travel, use of buses, boats, cars, etc there are different considerations and risk factors that need to be considered. Please make sure risk assessments are filled in for all vehicular travel.

For hiking or walking etc, please also fill in risk assessments to protect members from physical injury, as liability is there if a member gets injured when walking with the groups.



VIP, Alumni, and External Organisation collaborations:

We encourage clubs networking opportunities and understand the value that connections with VIPs, Alumni, and external organisations can offer.

The University has policies and guidelines that must be adhered to when it comes to VIPs on campus. These guidelines and policies ensure the safety of those involved at the event, including the VIP.

Interactions with Alumni are also encouraged. If you want to ensure the Alumni are verified, we suggest using the Alumni Connect tool or reaching out to the Alumni office.

External Organisations can also offer a lot of networking and financial opportunities. We encourage you to connect with Student Groups when interacting with an external organisation for the first time - especially if they reach out to you. We want to ensure balance between opportunities and ensuring the club is not being used by an organisation - as unfortunately this does happen.

How do we know if they are VIP? Question the below:

- Is the person relatively well-known?
- Does the person currently hold a political office in any nation, or have they held one in the past?
- Is the person a high-level officer in a major corporation or business?
- Has the person received threats within the last year?
- Has the sponsoring group received any negative feedback from anyone for wanting/deciding to invite this person?
- Is the person expected to draw a large crowd either for or against their views?
- Is it costing your group a lot of money to contract this person to come to campus?
- Are you feeling extremely lucky that this person was able to find time out of their busy schedule to come to campus?
- Does the person have a manager, body guard, or personal security?

Alumni Support

As future alumni of the University of Auckland, you are already connected to a community of 223,000 who have been through your journey as a student. This alumni community is ready and able to help you and your student club. Our Alumni Office is here to help create those connection to alumni and support your club. We look forward to hearing from you!

How the Alumni Office can support your student club:

- Finding you alumni speakers for events
- Inviting alumni to your events to build connections and network with recent graduates
- Providing you with a mentor on our free Alumni
- Connect platform
- Connecting you with alumni clubs with similar interests and backgrounds
- When available, some alumni relations swag!

Contact us at alumni@auckland.ac.nz to find out more.



Off-campus events

Events should take place on campus where possible. Clubs intentions are to foster a positive on campus community. We understand this is not always possible and that some events the location off campus is needed. Grants will be used to fund on Campus events unless there is a clear requirement (cultural or other reason), or no appropriate on campus venue. Please discuss off campus events with Student Groups.

Trips

Taking a trip off-campus offers great opportunities for clubs to explore New Zealand, haerenga, or gather members to socialise and plan in a new and exciting setting. Your executive is responsible for ensuring that any event is appropriate and safe for all attendees.

If you need any help planning a trip away, refer to the following tips on planning and good practice, or get in touch with us at studentgroups@auckland.ac.nz. There are four phases to hosting a successful trip:

1. Planning

Planning needs to be at a level that is appropriate to the level of risk — alpine or underwater activities, for example, require more consideration than a discussion-based get away. The planning process should include:

- Gathering and providing essential information from participants who wish to participate in the activity
- Assessing the overall level of risk, and if necessary completing risk assessments, floor plans and run sheets
- Considering how you will manage alcohol and illegal substances
- Supporting distressed students
- Understanding the incident and accident reporting process
- Considering how you will manage remote or after-hours activities
- Establishing emergency and first aid procedures
- Considering transport requirements
- Obtaining permission and permits (if needed)

One way to work through these factors is to complete a plan, check out a template, or look at your organisation's previous plan. Whatever method you use, we strongly recommend you document your plan.

2. Consultation

Discuss your plans with the wider executive team, other groups who run similar activities, and the University to ensure you have all your bases covered. Planning, and dealing with risk in particular, works best with different perspectives coming together to identify any gaps.

The University has a range of experts and experienced staff members who can help you, particularly when it comes to managing potential risk. Get in touch at studentgroups@auckland.ac.nz.

3. Execution

Executing the event is where all your hard work and planning pays off. Make sure your team knows the plan and make sure you continue to assess the event as it unfolds. If you're planning a hike for example, and the weather deteriorates, you need to rethink your departure time or even arrange an alternative activity until the bad weather blows through.

4. De-brief

Once your event is over, take time to consider what went well and what could be improved. Make notes for future executives documenting any recommended changes.

Your planning document, once created, can easily be updated each time the event is held.

FAQs on trips

- **Once we're finished with the scheduled activities, we can't be responsible for our member's actions, right?**

To a certain extent you are. You need to take **reasonable** steps to ensure participants are safe at all times. For example, on a trip you may identify one person who is 'on call' during the evening for any incidents that may occur. They should feel comfortable with the responsibility and have access to key contacts in the area.

- **What if the University doesn't approve of our trip?**

Your organisation is independent to the University, however there is a duty of care for students and there may be unique situations where specific activities need to be adjusted to meet this standard.

- **Can we apply for funding for the trip?**

Funding for trips is not usually covered by the [Student Group Fund](#) and in most cases, trips are user-pay experiences.

- **How do I know if an activity is a club event or not?**

Are you advertising or organising this event through your organisation's communication channels? Are people signing up? If you have answered yes to these questions, it likely is a club event and all necessary precautions should be taken.

- **Can't we trust adults to manage themselves?**

Like any situation there is a degree of personal responsibility, but your organisation is responsible for creating the environment and managing risk. If you create a risk, you own that risk and must take reasonably practicable steps to ensure that people, the environment, and property are not harmed or damaged.

Remote/after-hours activities

Remote activities

An activity is considered remote when it is carried out in locations where it is difficult to summon help, or where emergency assistance is expected to be more than one hour away.

Remote activities should include as many first aiders as practicable and they should be trained to at least Level 2 Outdoor First Aid Unit standard 424, with additional modules as necessary. Whenever practical, groups of first aiders should not travel in the same vehicle.

Groups of up to 15 people	Two people trained in remote area first aid.
Groups of 16-30 people	Two people trained in remote area first aid, plus an additional person trained in Level 2 First Aid or higher.
Groups of over 30 people	Two people trained in remote area first aid, plus one person trained in Level 2 First Aid or higher, plus an additional person trained in Level 2 First Aid or higher for every additional 10 people or part thereof.

Mobile phones are very convenient but are not always suitable as the only means of communication. Radio, GPS tracking, duress devices, or personal locator beacons (e.g. EPIRB or PLBs) are also required in some circumstances. As part of your risk assessment, you should also schedule check-ins with an emergency contact.

Locator beacons can be hired from as little as \$15 per day from [locator beacon hire](#) and other outlets. Remote activities raise additional risks to consider in planning. These may include:

- Sunburn, heat stroke, and dehydration
- Hypothermia, altitude sickness, and frostbite
- Weather variability
- Natural events like fire and flooding
- Encounters with wild and domestic animals, insects, and sea life
- Exposure to disease and polluted water
- Potential stranding in snow, sand, or mud
- Poor infrastructure and lack of rescue services

After hours activities

At times, students may wish to sightsee, hang out socially, or leave a designated area for activities not directly supervised by your organisation.

It is important that you are aware of these activities, so you can intervene if required. Make sure everyone looks after each other and encourage people to tell you where they are going and what their intentions are so your overall event is safe and successful.

Take reasonable precautions — if someone wants to go for a swim or short walk, ensure they tell someone where they are going, when they will be back, and ensure they do not go alone.

Sustainability tips and tricks

The University of Auckland is committed to pursuing sustainable practices and operations. You can read more on our commitments to sustainability [here](#).

Here are some tips to help you run your club sustainably, minimize waste and use your resources efficiently.

- Support environmentally friendly brands and companies.
- Encourage use of reusable mugs, plates, and water bottles at events and meetings.
- Promote sustainable transport to events and meetings by organising carpooling or hosting at locations easily accessible by public transport- Combine with other clubs or campaigns on sustainable events such as beach clean-ups or weeding in bush reserves - Discuss your sustainability vision in executive meetings and bring members on board to raise and collaborate ideas.
- Implement a recycling program, for example supporting a local organisation that recycles products used by your club.
- Book a room appropriate to the group size for meetings and events. This will ensure minimal electricity use.
- Promote a paperless club where possible by switching to online documents.
- Tick the sustainability option in grant requests and be transparent when reporting.

Food and Beverages

Offering food is a fantastic way to boost events and attract people to your meetings. Whether the food supplied is free or at a cost, you have a responsibility to ensure that it is safe and suitable — this means it must be safe to eat; no one should get sick from eating something your group provides.

Read more about your responsibilities on the [Ministry of Primary Industries website](#).

Sustainability:

Consider if the food and drink you are offering is sustainable - is there a lot of plastic/packaging that cannot be recycled? Is the food being produced in an environmentally friendly way?

Food Safety:

Food safety is vital to keeping members sick. This means:

- washing your hands before handling food.

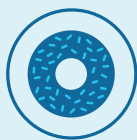
- using gloves when handling food.
- keeping food in food safe temperatures.
- limiting transport of food and the time that food is being moved between locations, and limiting the time between food being made and served.

For more on food safety see [here](#).

Types of food

Here are some common food-related situations that your group may come across. Please note that [serving alcohol](#) on campus has its own specific processes. Please speak with the team at studentgroups@auckland.ac.nz for more information.

With all the situations below, your group needs to consider the expected number of attendees and the option that helps you to deliver a safe event.



Snacks

Snacks such as chips, biscuits and other similar items you buy from the supermarket are considered 'shelf stable', meaning they can safely sit on the pantry shelf for at least one year* and do not have to be cooked or refrigerated to eat safely.

**Make sure you are buying products within their best before date!*



Fundraising

BBQs and bake sales can be a great way to generate extra income for your group. We have tables, a BBQ and gas bottles that you can borrow for free! Things to note:

- There are different spaces around campus, usually outside, that you can reserve.
- Please complete the BBQ and bake sale request form to suggest the time and place. We will also check that there isn't any other fundraising activity happening nearby.
- The form will check that you understand the food handling requirements of preparing food. These include common sense requests such as washing hands and having different people dealing with food and money.
- Your group is responsible for ensuring that you are fundraising less than 20 times per year. More than this may require you to register under the Food Act 2014.
- Read more about this on the [Ministry of Primary Industries website](#).
- See the section on [BBQs and bake sales](#) for equipment hire.



Catering

You may choose to use one of our two panel caterers for more formal events or other events in which you prefer to leave the details to trained professionals. The University has two providers who are approved to cater on-campus events:

- *Flame Tree* can be contacted on flametree@auckland.ac.nz. You can find Flame Tree catering at the Quad Café and being served at the University student accommodation.
- *Urban Gourmet* can be contacted on info@urbangourmet.co.nz.
- All of these suppliers have an understanding of University procedures and space requirements.
- If your event is either an Orange or a Red, you should go with the panel caterers.
- If you are planning to have a VIP, you should go with the panel caterers, to ensure that the proper level of service is had.

Important note

You may not bring other caterers to serve food onto the University campus.

If there is something that Flame Tree or Urban Gourmet is unable to provide, there is a range of external approved suppliers that cover more specific cuisines which the clubs can use.

If none of the suppliers match what your club need, you should contact the catering team to request an extension to use an outside caterer which needs to be approved by the Student Groups Team. This needs to be done at least 3 weeks in advance.



Takeaway foods

Takeaways are a popular and easy way to provide food at an event, but please consider:

- Make sure that the food is coming from a reputable supplier with an A food rating.
- You should think about how the food is transported to campus and whether it requires specific temperature maintenance, either hot or cold, and make plans accordingly.
- Some takeaway food is riskier than others, for example sushi with raw fish carries a high risk if not consumed immediately.
- Ideally, the time between purchase and consumption should be short, so consider choosing a supplier nearby or one that delivers.
- Plan ahead for the disposal of waste. When using on-campus spaces, it's a requirement to leave them clean and tidy for the next booking. Ensure you have an environmentally-friendly waste disposal plan in place.
- Pizza boxes with food on them cannot be recycled. Try ripping off the tops and putting these in paper bins and the rest in rubbish bins. Make sure to follow the Pizza on Campus Guidelines [here](#).
- Verify that the food vendor you are sourcing from has a food safety certificate.
- You should only be going with take away food for Green events.
- Do not forget to complete the sustainability agreement.
- For take away options, the maximum should be 50, to ensure there is proper food safety.
- Takeaway food is designed to be consumed straight away. It is the responsibility of the event organisers to ensure that the food is at the safe temperature.
- If you wish to use on-campus retailers as your catering option, the maximum for each is 20 meals.



Pot lucks

Pot lucks are great opportunities for your members to share dishes they are proud of. As your group is running the event, you are still responsible for ensuring the food is safe and suitable, so consider the following:

- Setting a minimum standard for food preparation and cleanliness.
- Being clear with ingredients for allergies and dietary requirements.

- Consider how you will manage temperature control for a group of people to keep food in the safe zone. Safe temperatures are 5°C or colder, or 60°C or hotter.
- Plan how you will manage the different stages of food safety — the environment it is prepared in, how it is transported, and how it is served.
- Preparing a waste plan including how people will consume the food (do you need any utensils or paper plates?) and where rubbish will be disposed of.
- Make sure to follow the set Health and Safety Guidelines.
- We recommended a maximum of 30 to reduce any risks.
- If your club plans to do a pot luck, you must complete a [Food Control Plan](#) that should be on hand at the event.



Food trucks and stalls

The use of food trucks and stalls may be approved to be a part of large events at the University.

These events are usually focused on engaging the wider student community and not just your members. Full plans including run sheets, floor plans, and health and safety information will be required. Please speak to studentgroups@auckland.ac.nz when you start your planning (and book the space early!). We will work with you on your plans and further discuss the requirements in conjunction with the retail team which organises food trucks on campus. Food Trucks will be required to sign an agreement with the University and may be required to pay 10% of profits to the University.

You must be aware that only food truck options that have already been approved by the university can be offered, and there are specific locations designated for food trucks around campus. If a food truck is not on the approved list, a separate process must be followed.

Important note

Food trucks or stalls need to be licensed vendors with appropriate food certificates. Each food truck may or may not have their own minimum spending amount which is specific to the individual food truck. The minimum spending fee can be discussed with Student Groups and each food truck.

They should be offering food that is not readily available from other suppliers already present on campus. There is a limited amount of space, so only a limited number of vendors can be present at once, depending on their set up.

BBQs and bake sales

See free bookable BBQ equipment on following page.

Hosting a BBQ or bake sale

1. Plan a date and book space through via studentgroups@auckland.ac.nz
2. Book the equipment you require with studentgroups@auckland.ac.nz
3. Complete the BBQ and [Bake Sale Request Form](#)
4. Purchase food from a reputable supplier
5. Decide how you will collect money and keep those funds safe
6. Consider how you will keep food safe through your event. This may include keeping items hot or cold
7. Return any borrowed equipment in a clean and tidy manner

Club equipment and support services

Free bookable Club equipment

The following clubs equipment is complimentary and available for clubs to use:

- Chairs
- Fairy lights
- First aid kit
- Extension cable
- HDMI cable
- Wired microphone
- Projector
- Projector screen
- PA system
- Bluetooth speaker
- Board games (email Student Groups for the list)
- Six-litre urn for hot/cold drinks
- **Cooking bundle:** BBQ 4 burner, gas bottle, cleaning kit
- **BBQ kit, including:** cooking utensils, plastic gloves, hand sanitiser, BBQ cleaning products and scraper/scrubber
- Trestle tables and chairs
- A-frame sign for signage to identify your club
- Pool cues (pool table in Common Space room)

Damage or not returning equipment will incur a fine.

Lockers

Clubs also have access to lockers under the stairs of the Library Basement 109. Applications open as per aforementioned dates on P.3.

Please note that damage to lockers and loss of keys will incur a fine – the exact cost will depend on the damage.

Sport and Recreation services

Sport and Recreation also has facilities and equipment for event hire such as: sports hall, group fitness studio, dance studio, van and trailer hire, and PlayNow sports gear equipment hire. For more information please email: recbookings@auckland.ac.nz or contact Rec Centre reception on 09-373-7599 ext 84788

Stalls on campus

Holding a stall on campus can be an opportunity to recruit new members, sell tickets or promote events. Stalls usually involve a table and chairs in a public place, such as the Quad, outside the Library, Kate Edger Building, as well as other University locations.

Please reserve your stall location and request tables/chairs by contacting studentgroups@auckland.ac.nz and keep the following guidelines in mind:

- Acknowledge and respect the activities of other people in the vicinity of your activity.
- Clearly identify who you are and who you represent.
- Respect the rights of any person who refuses any information or interaction.
- Be respectful and tolerant of other people's views.
- Keep to your allocated stall location, be aware of narrow or restricted areas such as egress routes (e.g. walkways, bridges, entry ways) and personal spaces such as cafés, offices, or study spaces.
- Clear away any rubbish.

Food off-campus

Food often plays an important role in any event. As the providers of food, either free or at a cost to attendees, you have a responsibility to ensure that food is safe to eat and suitable for the occasion. Read more about your host responsibilities on the [Ministry of Primary Industries website](#). Common off-campus food scenarios include:



Providing snacks

These are shelf-stable grocery items, like biscuits and chips, which do not need to be cooked or refrigerated to eat safely. You have a responsibility to serve items within their best before date.



Takeaways

Pizzas and other takeaway foods offer an easy way to provide food at an event. Make sure you consider the following:

- Ensure that the food is coming from a reputable supplier with an A food rating.
- You should think about how the food is transported to campus and whether it requires specific temperature maintenance, either hot or cold, and make plans accordingly.
- Does your venue allow food to be brought in?
- Are you ordering a high risk food? Some takeaway food, like sushi with raw fish, carries a risk if not consumed relatively quickly. Make sure you know how to deal with potentially hazardous food here.
- Manage the time between purchase and consumption, so there's little time for food to sit around.
- How will you dispose of the rubbish? Pre-plan how you will dispose of waste in an environmentally-friendly manner.



Restaurants

Dining out is a great way to celebrate an occasion and it leaves all food preparation to the professionals. When picking a restaurant, look at its food rating, and make sure it will meet everyone's dietary needs.



Catering

Hiring a caterer can be useful when you have a venue that allows for food preparation on-site. When negotiating with a caterer, consider the following:

- What is their food rating?
- Are they a registered business?
- What kind of facilities do they need on-site to deliver the event?
- How many staff will attend and what will they do?
- How will they deal with any dietary requirements?
- Whose responsibility is it to deal with waste?
- Will they bring all serve ware?



Homemade and self-prepared meals

- These are items like 'do it yourself' sandwiches, or pot luck meals. This is often an affordable approach to serving food at an event, but bear in mind, you are still responsible for ensuring the food is safe and suitable.
- Set a minimum standard for food preparation and cleanliness and make sure that everyone who is preparing food is aware of these standards. Follow the [guidelines here](#).
- Label items clearly and informatively so that people with allergies and dietary requirements can make informed choices.
- Consider how you will manage [temperature control](#) of food to keep it in the safe zone. Safe temperatures are 5°C or colder, or 60°C or hotter.
- Plan how you will manage the different stages of food safety — the environment it is prepared in, how it is transported, and how it is served.
- Prepare a waste plan that includes consumption of the food and disposal of waste.

Important note

When planning an event where food is a factor, your group needs to consider a number of variables, including the expected number of attendees, the type of venue, the time of the event, and the needs of guests. If you need help planning an event where food will be served, contact us at studentgroups@auckland.ac.nz.

Clubs Awards

Clubs Awards is a yearly event that recognises the achievements and activities of clubs, societies and associations.

New Club of the Year awards groups who have demonstrated success in

- Membership growth
- Succession planning
- Branding and marketing
- Event or activities attendance

New clubs are student groups who have started in the last two years.

Academic Club of the Year awards those who have demonstrated success in

- Events or activities which complement and support teaching and learning
- Events or activities which add to a diverse and vibrant campus
- Events or activities that promote a sense of community within a Faculty, School, Department or skill specific to a Faculty

Within Academic Club of the Year there will also be a Best in Business, Best in Science, Best in Law, Best in Arts, Best in Engineering and Best in Medical and Health Sciences awarded to the most outstanding group as identified by the Faculty. Only Faculties with at least five groups will have an award.

Religious and Spiritual Club of the Year awards those who have demonstrated success in

- Respectfully sharing their purpose within the University or wider community
- Growing and retaining excellent student and non-student leaders
- Creating a caring and supportive community within the organisation

Cause of the Year awards those who have demonstrated success in

- Respectfully advocating and/or sharing their purpose within the University or wider community
- Events or activities which add to a diverse and inclusive campus
- Resourcefulness and imagination in promotion of their cause

Special Interest Club of the Year awards those who have demonstrated success in

- Events or activities which celebrate the unique identity of the club and their members
- Events or activities which add to a diverse and vibrant campus
- Events or activities that are run according to health and safety guidelines

Sports Club of the Year awards those who have demonstrated success in

- Their respective competitions
- Growing and retaining excellent coaching, referring and other supporters
- Competitions or activities are run according to health and safety guidelines

Cultural Club of the Year awards those who have demonstrated success in

- Events or activities celebrate the clubs culture in the wider University community
- Events or activities which cater to cultural needs of the membership
- Events or activities that are run according to health and safety guidelines

Wellbeing Initiative of the Year sponsored by the Be Well team, this awards a club who

- Led an event, project or partnership that has positively impacted our student community's wellbeing
- The initiative has successfully responded to prevailing issues that impact our students' community
- The initiative has significantly affected a considerable number of students among the intended recipients
- The initiative has considered its impact on equity groups
- The initiative was delivered smoothly with efficient task management
- The initiative achieved its intended purpose and fostered a safe and positive Campus experience

Alumni club event of the year awards the club that demonstrated success in

- Effectively pre-planning the event with backup strategies in place
- Successfully implementing and executing the marketing strategy and its delivery
- Smooth event delivery with efficient task management
- Meeting or exceeding expectations and achieving its purpose and fostering a positive Campus experience

President of the Year awards an individual who has demonstrated success in

- Leading the committee in a supportive and engaging manner
- Mentoring potential club executive members
- Contributing to a long term vision
- Successfully building relationships with the University or wider community

Co-presidents are welcome to jointly apply.

Treasurer of the Year awards an individual who has demonstrated success in

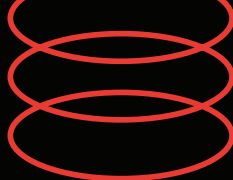
- Leading the financial practices of their organisation
- Accurately forecasting revenue and expenditure
- Maintaining accounts including petty cash processes
- Successfully sourcing funding
- Preparing annual reports

Co-presidents are welcome to jointly apply.

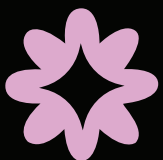
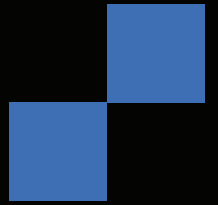
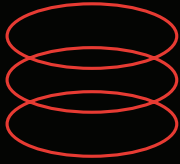
Secretary of the Year awards an individual who has demonstrated success in

- Maintaining accurate records and efficient processes
- Exemplary communication between executive and the University
- Guiding the committee to act in a constitutional manner
- Contributing to a long term vision

Supreme Club of the Year is awarded to the club who is most outstanding from all categories.



CLUBS AWARDS WINNERS 2024



Got a question? Get in touch at
studentgroups@auckland.ac.nz

