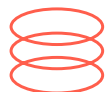


# Clubs Planning Guide





# Clubs Planning Guide




## Start of Year

### January




-  ☐ Exec Team Kick-Off Meeting
- ☐ Plan Semester One programme (activities, bookings, grants, meetings etc.)
- ☐ Study the [Club Handbook](#) and [Official Recognition Principles](#)
- ☐ Add key dates to your team calendars
- ☐ Familiarise yourself with the [booking request process](#)
-  ☐ [Apply for Major 1 Grant](#) (due Sunday 18 January)
-  ☐ [Apply for Clubs Expo stall](#) (open from Monday 19 - Sunday 25 January)

### February


-  ☐ Finalise Semester One programme plans
- ☐ Got questions? Attend a Q&A session (Thursday 19 February)

## Semester One


### March

-  ☐ Got questions? Attend a [Drop in session](#) or send us an [email](#)
-  ☐ Need a top-up? [Apply for Q1 Small Grant](#) (due Sunday 22 March)
-  ☐ Attend Semester One [Clubs Expo](#) (Monday 2 – Thursday 5 March)
- ☐ Bonus points: Say hi to the [Student Groups team](#) at Clubs Expo!



### April

-  ☐ Mid-Semester Exec Meeting
- ☐ Plan Semester Two programme (activities, bookings, grants, meetings, etc.)

### May

-  ☐ Need a top-up? [Apply for Q2 Small Grant](#) (due Sunday 17 May)
- ☐ [Apply for Major 2 Grant](#) (due Sunday 31 May)

### June



-  ☐ Finalise Semester Two programme plans
- ☐ Re-familiarise yourself with the [booking request process](#)
-  ☐ [Apply for Semester Two Clubs Expo](#) (open from Monday 15 – Sunday 21 June)
- ☐ [Submit receipts for Major Grant 1 funding](#)

## Semester Two



### July

-  ☐ Pre-Semester Exec Meeting
- ☐ Review [registration requirements](#)
- ☐ Got questions? Attend a [Drop in session](#) or send us an [email](#)
-  ☐ Attend [Clubs Expo](#) (Monday 20 – Wednesday 22 June)
- ☐ Bonus points: Say hi to the [Student Groups team](#) at Clubs Expo!
- ☐ Submit [Club Awards nominations](#) (open from Monday 27 July – Friday 14 August)



### August

-  ☐ Confirm plans with the executive team for 2027 [required trainings](#)
- ☐ Lock in [AGM](#) date
-  ☐ Need a top-up? [Apply for Q3 Small Grant](#) (due Sunday 9 August)



### September

-  ☐ Prepare for 2027 Student Groups Annual Registration and handover
-  ☐ Celebrate [Club Awards](#)


### October

-  ☐ Review [2027 Student Groups Annual Registration application](#) (open from Friday 5 October – Sunday 15 November)
-  ☐ Need a top-up? [Apply for Q4 Small Grant](#) (due Sunday 4 October)

### November

-  ☐ Submit [2027 Student Groups Annual Registration application](#) (open from Friday 5 October – Sunday 15 November)
- ☐ Follow up if registration is “In Progress”
- ☐ Ensure executive team handover is complete
-  ☐ [Submit receipts for Major Grant 2 funding](#)

### December

-  ☐ Follow up if registration is “In Progress”
- ☐ Rest, relax, and enjoy the summer!

#### Key



Planning tips



Finance



University Events



Waipapa  
Taumata Rau  
University  
of Auckland

