

UNIVERSITY CLUBS SUPPORT

Quick reference guide for students seeking clubs support

WHAT DO YOU NEED HELP WITH?

Advice & Support

Clubs Support & VUWSA

FIND MORE INFO HERE:

Clubs Support Team & VUWSA Clubs Officer can provide general guidance, support and direction.

Clubhouse, Level 4, Student Union Building

 university-clubs@vuw.ac.nz

 activities@vuwsa.org.nz

BBQ Hire

VUWSA

3 x BBQ are available for clubs and groups.

 vuwsa.org.nz/bbqs

Booking Spaces

Clubs Support

Take a look at all the bookable spaces on all 3 campuses and make a booking using the booking form

 wgtn.ac.nz/students/campus/clubs/room-bookings

 [Booking form](#)

Clubs Council

VUWSA & Clubs Support

VUWSA Clubs & Activities officer manages the club council, along with support from the club support team.

 activities@vuwsa.org.nz

 www.vuwsa.org.nz/clubs-council

Clubs Expo

Clubs Support

All registered and start-up clubs are invited to participate in clubs expo. Expo's are run in the first week of Trimester 1 & 2


 university-clubs@vuw.ac.nz


 wgtn.ac.nz/students/get-involved/clubs/clubs-expo

Contact Clubs Support

Clubs Support


Clubs Manager, University Recreation, Wellington

 Lara Andrews

 022 563 5538

Clubs Administrator, University Recreation, Wellington

 Peter McDonald

 022 563 6711


Clubs Casual, University Recreation, Wellington


 Alex Hall


Contact VUWSA

VUWSA

VUWSA Clubs & Activities Officer

 Alyssa Fa'aoi

 activities@vuwsa.org.nz

 04 463 7406

Find a Club

Clubs Support

The Clubs Directory allows you to search through all 160+ Clubs at the university.

 wgtn.ac.nz/students/campus/clubs/directory

 [Clubs Guide Flyer](#)



For more guidance and advice go to the [Clubs Handbook](#)

UNIVERSITY CLUBS SUPPORT

Health, Safety & Risk Management

Clubs Support

Need assistance on processes relating to offsite trip planning, event management, fraud, student code of conduct & club/member behavior.

-  university-clubs@vuw.ac.nz
-  wgtm.ac.nz/students/campus/clubs/resources

Mail Service

VUWSA

General mail service and boxes at VUWSA.

-  kelburn@vuwsa.org.nz

Noticeboards & Newsletters

Clubs Support

Clubs noticeboards opposite The Lab and Louis' Cafe are updated often. Clubs can drop off a generic poster at the Clubs House (SU401). Triangular Noticeboards around campus can be used for more specific (event based) advertising.

-  university-clubs@vuw.ac.nz

Registration of your Club

Clubs Support

Club Registrations occur annually.

To be registered, the following supporting documents are required:

- AGM Minutes
- Membership list (use template provided)
- Constitution (if not already on file)

-  wgtm.ac.nz/students/campus/clubs/start

Resources

Clubs Support




We have created some helpful templates and resources, and run training sessions, to make club business, event planning and succession planning easy.

-  wgtm.ac.nz/students/get-involved/clubs/resources

Social Media

Clubs Support

Clubs Casuals work along side the University Recreation team to provide clubs a platform for instagram takeovers and promoting club events on Facebook and Instagram.

-  university-clubs@vuw.ac.nz
-  facebook.com/unirecwellington
-  instagram.com/unirec_wgtn

Sponsorship





Clubs Support

Clubs and individuals can access sponsorship provided by the Student Service Levy.

Contact us for assistance through the application process.

Rep Groups can also potentially receive additional funding from VUWSA.

Contact the VUWSA Equity Officer for more information

-  studentsponsorship@vuw.ac.nz
-  wgtm.ac.nz/students/campus/clubs/sponsorship
-  [Sponsorship Guidelines](#)
-  Rep Group Funding: equity@vuwsa.org.nz

For more guidance and advice go to the [Clubs Handbook](#)

UNIVERSITY CLUBS SUPPORT

Storage for Clubs

Clubs Support

Speak with the Clubs Support Team about your clubs storage requirements.

 university-clubs@vuw.ac.nz

Student Interest & Conflict Resolution

Clubs Support

The Student Interest team is a central point for students to receive advice and support about responding to threatening, inappropriate and concerning behaviour.

 wgt.ac.nz/students/support/student-interest-and-conflict-resolution

Supreme Club & Gold Awards

VUWSA

The Gold Awards recognises outstanding contributions across cultural activities & clubs.

Information and application forms on Awards can be found online.

 vuwsa.org.nz/supreme-celebration

Training & Development

Clubs Support

The Clubs Support Team host executive training and development sessions. Club training, development and support includes:

- sponsorship & funding
- starting & running a club
- finance, budgeting & fundraising
- club recruitment & retention
- social media management
- health and safety & risk management
- running events, marketing & promotion
- dealing with conflict and more

Training and development opportunities are aligned with the [WGTN Plus Leadership programme](#) to recognise student and official club contribution. Register for a workshop using the below link

 wgt.ac.nz/students/get-involved/clubs/resources

Vehicle Hire

VUWSA

Van hire is available from VUWSA.

 vuwsa.org.nz/hiring-from-vuwsa

VUWSA Advocacy

VUWSA

Student Advocacy services for dealing with any issues (conflict resolution, academic or personal)

 vuwsa.org.nz/advocacy

Wellington Plus

Clubs Support

Wellington Plus is the University's service and leadership development programme. Give back to your community and gain skills that will impress employers.

 wgt.ac.nz/students/get-involved/wellington-plus

For more guidance and advice go to the [Clubs Handbook](#)