

MONASH CLUBS AWARDS NIGHT 2018

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**PLEASE TABLE THIS INFORMATION PACK FOR
DISCUSSION AS CORRESPONDENCE IN AT YOUR
NEXT COMMITTEE MEETING**

1. General Information

1.1. Introduction

MSA Clubs & Societies and TeamMONASH will be continuing on the success of 2017 by holding joint Awards Night! Clubs and club office bearers put so much work into maintaining Monash's vibrant campus culture, and this event will provide a formal opportunity to recognise their contributions.

Monash Clubs Awards Night 2018

Where: ACMI Cinema 2, Federation Square

When: Friday 24th August 2018 (7:45pm till 11pm, Awards Ceremony at 8pm)

Dress Code: Formal

Included: Awards Ceremony, Canapés, alcoholic and non-alcoholic drinks.

C&S and TeamMONASH promotes the responsible service of alcohol

The event will also provide for the opportunity for clubs to enjoy an awards presentation and cocktail style event, with canapés and drinks provided, without having to be the organisers!

There are a range of awards, to recognise everything from perfect administration or a good marketing campaign to the most popular club on campus, as voted by students. This guide provides a full list of awards including the eligibility criteria for each, so read carefully!

1.2. Voting

Clubs have now been sent a voting link (below), which they can distribute and advertise on club websites/Facebook pages to encourage club members to vote! Voting closes on Friday 20th July 2018.

www.monashclubs.org/awards/2018/voting

1.3. Tickets

Tickets can be purchased online via the C&S Website/Eventbrite (link below).

www.monashclubs.org/awards/2018/tickets

Clubs are encouraged to pay at the MSA Finance Office (Room 130, Level 1, Campus Centre) by Friday 10th August 2018 via cheque, cash or card. If paying at the MSA Finance Office, a Ticket Booking Form (link below) must be submitted.

www.monashclubs.org/awards/2018/ticket-booking-form

****** ONLINE TICKET SALES CLOSE SUNDAY 12th AUGUST 2018 ******

THIS EVENT SOLD OUT IN 2017

GET IN QUICK TO AVOID MISSING OUT ON TICKETS!

2. Awards Information

2.1. Most Popular Club

Awarded through popular vote of club members in the following categories, based on the number of student members:

- 40 - 100
- 101 - 220
- 221 - 460
- 461 - 850
- 851+
- Sporting

2.2. Most Popular Club Event

Awarded through popular vote for events held between 1st July 2017 and 30th June 2018 in the following categories, based on the number of student members:

- 40 - 100
- 101 - 220
- 221 - 460
- 461 - 850
- 851+

2.3. Most Outstanding Administration

MSA CLUBS & SOCIETIES

Awarded based on analysis of the timely and correct submission of the following club documents submitted between 1st July 2017 and 30th June 2018:

- i) 1st January – 30th June 2017 Audit (assessed Semester 2 2017);
- ii) 1st July – 31st December 2017 Audit (assessed Semester 1 2018);
- iii) 2018 Registration Pack (assessed Semester 1 2018);
- iv) Off Campus Event/Insurance Forms (if applicable)
- v) at least one Change of Office Bearers Pack; and
- vi) at least two Grant Reports.

Most Outstanding Administration will be awarded in the following categories:

- Category A (40 - 100 Clayton Students)
- Category B (101-220 Clayton Students)
- Category C (221-460 Clayton Students)
- Category D (461+ Clayton Students)

NOTE: Club category determined from 2018 records.

TEAMMONASH

Awarded by judging panel based on the clubs' ability to meet all administration and reporting requirements. The panel will also consider the clubs interaction with key university programs and events such as Orientation and Open Day, TeamMONASH events and inter varsity.

2.4. Most Outstanding Sporting Event

TEAMMONASH

Awarded by judging panel based on number of attendees, meeting key outcomes, participant feedback and impact upon members and the university community.

2.5. Most Outstanding New Club

Awarded by judging panel based on analysis of interactions with C&S/ TeamMONASH and club activities held since affiliation of a club affiliated between 1st January and 31st December 2017.

2.6. Most Outstanding Publication

Awarded by judging panel based on submitted nomination form and assessment of the publication which was published between 1st July 2017 and 30th June 2018 on the following criteria: Design, Layout, Creativity and Effectiveness.

Nominations should be made by the club that wishes to have its publication judged. A hard copy of the publication must be delivered to the C&S Support Officer or soft copy emailed to awards2018@monashclubs.org before the close of nominations.

2.7. Most Outstanding Marketing Campaign

Awarded by judging panel based on submitted nomination form and assessment of the marketing campaign which was launched between 1st July 2017 and 30th June 2018 on the following criteria: Design, Layout, Creativity and Effectiveness.

Nominations should be made by the club that wishes to have its marketing campaign judged. A hard copy of the marketing campaign must be delivered to the C&S Support Officer or soft copy emailed to awards2018@monashclubs.org before the close of nominations.

2.8. Office Bearer of the Year

MSA CLUBS & SOCIETIES

Awarded by judging panel based on a submitted online nomination form and analysis of interactions with C&S (eg. If club Secretary nominated, were any grants or audit submissions deferred as a result of poor minuting, etc).

To be eligible for this award, a student must have served as President, Vice President, Secretary or Treasurer for at least eight months between 1st July 2017 and 30th June 2018, however it is appropriate (and encouraged) that their entire period on the club committee (positions held, etc) be mentioned on the nomination form.

TEAMMONASH

Awarded by judging panel based on a submitted online nomination form, contribution to their club/s over and beyond their position description and interactions with TeamMONASH.

2.9. Club of the Year

Awarded by judging panel based on a submitted online nomination form, interactions with the Monash Community, benefit to Monash students and interactions with C&S/TeamMONASH, including but not limited to; submission of documents and events held between 1st July 2017 to 30th June 2018.

Eligible clubs will be invited to submit a nomination for this award.

Club of the Year will be awarded in the following categories:

- Sports Club of the Year
- Category A (<100 Clayton Students)
- Category B (101-220 Clayton Students)
- Category C (221-460 Clayton Students)
- Category D (461+ Clayton Students)

3. Nomination Details

3.1. Most Outstanding Publication

Complete the online nomination form that can be found at www.monashclubs.org/awards/2018/nominations and deliver a hard copy of the publication to the C&S Support Officer or email any attachments to awards2018@monashclubs.org by 5pm Friday 20th July 2018.

3.2. Most Outstanding Marketing Campaign

Complete the online nomination form that can be found at www.monashclubs.org/awards/2018/nominations and deliver a hard copy of the marketing campaign to the C&S Support Officer or email any attachments to awards2018@monashclubs.org by 5pm Friday 20th July 2018.

3.3. Most Outstanding Sporting Event

Complete the online nomination form that can be found at www.monashclubs.org/awards/2018/nominations by 5pm Friday 20th July 2018.

3.4. Office Bearer of the Year

Complete the online nomination form that can be found at www.monashclubs.org/awards/2018/nominations by 5pm Friday 20th July 2018.

3.5. Club of the Year

Eligible clubs will be emailed an online nomination form, which must be submitted by 5pm Friday 20th July 2018. The full committee must discuss the nomination prior to submission.

4. Eligibility

4.1. MSA Clubs & Societies

Clubs will be eligible to win the Most Outstanding Administration and Club of the Year awards if they passed both the 1st January – 30th June 2017 Audit and 1st July – 31st December 2017 Audit, have not received a Prescribed Penalty Notice or be found guilty of an Act of Misconduct as a result of actions by the club between 1st July 2017 and 30th June 2018.

Clubs will be eligible to win the Most Outstanding New Club if they were affiliated between 1st January and 31st December 2017.

4.2. TeamMONASH

Sporting clubs must have a current affiliation agreement with the University and be up to date with all reporting requirements.