

# MONASH CLUBS AWARDS NIGHT 2019

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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 previous years 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 2019**

*Where: Red Scooter, 25 William St, Balaclava*

*When: Thursday 29<sup>th</sup> August 2019 (8:00pm till 11pm, Awards Ceremony at 8:30pm)*

*Dress Code: Cocktail*

*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 Sunday 28<sup>th</sup> July 2019.

[www.monashclubs.org/awards/2019/voting](http://www.monashclubs.org/awards/2019/voting)

### 1.3. Tickets

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

[www.monashclubs.org/awards/2019/tickets](http://www.monashclubs.org/awards/2019/tickets)

Clubs are encouraged to pay at the Student Union Recreation Library (next to Wholefoods on level 1 of the Campus Centre) by Friday 16<sup>th</sup> August 2019 via cheque, cash or card. If paying at the Student Union Recreation Library, a Ticket Booking Form (link below) must be submitted.

[www.monashclubs.org/awards/2019/ticket-booking-form](http://www.monashclubs.org/awards/2019/ticket-booking-form)

**\*\*\*\* ONLINE TICKET SALES CLOSE SUNDAY 18<sup>th</sup> AUGUST 2019 \*\*\*\***

**THIS EVENT SOLD OUT IN 2018**

**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 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019 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 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019:

- i) 1<sup>st</sup> January – 30<sup>th</sup> June 2018 Audit (assessed Semester 2 2018);
- ii) 1<sup>st</sup> July – 31<sup>st</sup> December 2018 Audit (assessed Semester 1 2019);
- iii) 2019 Registration Pack (assessed Semester 1 2019);
- 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, determined from 2019 records:

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

#### **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 Event**

#### **MSA CLUBS & SOCIETIES**

Awarded by judging panel based on submitted nomination form and assessment of the event held between 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019 on the following criteria: attendance, uniqueness and creativity, inclusivity and engagement and effective use of resources.

## **2.6. 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 1<sup>st</sup> January and 31<sup>st</sup> December 2018.

## **2.7. Most Outstanding Publication**

Awarded by judging panel based on submitted nomination form and assessment of the publication which was published between 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019 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 [awards2019@monashclubs.org](mailto:awards2019@monashclubs.org) before the close of nominations.

## **2.8. Most Outstanding Marketing Campaign**

Awarded by judging panel based on submitted nomination form and assessment of the marketing campaign which was launched between 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019 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 [awards2019@monashclubs.org](mailto:awards2019@monashclubs.org) before the close of nominations.

## **2.9. 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 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019, 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.

## **2.10. 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 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019.

**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/2019/nominations](http://www.monashclubs.org/awards/2019/nominations) and deliver a hard copy of the publication to the C&S Support Officer or email any attachments to [awards2019@monashclubs.org](mailto:awards2019@monashclubs.org) by 5pm Friday 2nd August 2019.

#### **3.2. Most Outstanding Marketing Campaign**

Complete the online nomination form that can be found at [www.monashclubs.org/awards/2019/nominations](http://www.monashclubs.org/awards/2019/nominations) and deliver a hard copy of the marketing campaign to the C&S Support Officer or email any attachments to [awards2019@monashclubs.org](mailto:awards2019@monashclubs.org) by 5pm Friday 2nd August 2019.

#### **3.3. Most Outstanding Sporting Event**

Complete the online nomination form that can be found at [www.monashclubs.org/awards/2019/nominations](http://www.monashclubs.org/awards/2019/nominations) by 5pm Friday 2nd August 2019.

#### **3.4. Most Outstanding New Event**

Complete the online nomination form that can be found at [www.monashclubs.org/awards/2019/nominations](http://www.monashclubs.org/awards/2019/nominations) by 5pm Friday 2nd August 2019.

#### **3.5. Office Bearer of the Year**

Complete the online nomination form that can be found at [www.monashclubs.org/awards/2019/nominations](http://www.monashclubs.org/awards/2019/nominations) by 5pm Friday 2nd August 2019.

#### **3.6. Club of the Year**

Eligible clubs will be emailed an online nomination form, which must be submitted by 5pm Friday 2nd August 2019. 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 received a Full Pass for both the 1st January – 30th June 2018 Audit and 1st July – 31st December 2018 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 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019.

Clubs will be eligible to win the Most Outstanding New Club if they were affiliated between 1<sup>st</sup> January and 31<sup>st</sup> December 2018.

#### **4.2. TeamMONASH**

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