

CLUB FORMATION FORM





INTERESTED?

A club is a regulated and on-going get-together of people with a similar interest/hobby that may be expressed during the club's meeting times.

This document will help you plan out your club. Before starting a club, think through every facet of the club - because once you have started a club, you *have to run it until the end of the semester*. If you are not sure about how to run your club, it is a good idea to host an event that will run similarly to the club, before establishing a club. An event is once off and can teach you the basic runnings of your club without making broken promises.

CLUB CALLING

CLUB NAME

What would you like to call your club?



CLUB DESCRIPTION

What's your club all about?

Mark with a X

CLUB TYPE

ACTIVITY CLUB

EVENT CLUB

SUPPORT CLUB

Involves doing an activity, e.g. Film Club, Soccer Club, Poetry Club.

Happens only when event happens, e.g. Exhibition Club, Gaming Club.

Is a support group club e.g. LGBT Club.



CLUB CASTLE

You are a club Pioneer, you are exploring new boundaries and initiating the start of a new OW club. This is a very exciting process, but there are some logistics to think about. Firstly, every **Club Pioneer** needs a **Club Co-Pioneer**. This is so that there is at least one other person who can run the logistics of the club if the need arises. Then, you may also have unlimited additional members who help you with the club.

CLUB PIONEER

A Club Pioneer is a person that starts a club and manages it so that it can function flowingly.

Your Name _____

Phone Number _____

Email Address _____

Duties _____

DUTIES

What will you do in the club e.g. manage venue, communicate club dates.

CO-PIONEER

is the additional manager of the club that can oversee it when the club Pioneer can't.

His/Her Name _____

Phone Number _____

Email Address _____

Duties _____

DUTIES

What will you do in the club e.g. manage club when needed.

ADDITIONAL MEMBERS

Any additional members of the club that help out.

His/Her Name _____

Phone Number _____

Email Address _____



CLUB MOTIVATION

+ **WHAT IS THE MAIN REASON / MOTIVATION FOR THE CLUB?**

+ EXPLAIN WHAT WILL HAPPEN AT THE CLUB.

+ CLUB INTEREST SIGNATURES

In order to create a club, there must be interest in the idea of it.

Gather signatures of at least 8 people who are interested in joining this club.

[illegible]



CLUB PROMOTION

Clubs need to be **regularly updated on a communication platform** to keep club members informed. As a Club Pioneer, you need to work out the best way to communicate to your club members. A good platform for communication is Social Media: you can create a Facebook group/page that communicates to your club members. You are also welcome to use any other means of communication, for example Whatsapp or SMS.

+ WHICH MEDIUMS WILL YOU USE TO COMMUNICATE TO YOUR CLUB MEMBERS?

Think of interesting ways to promote your club and make your club interesting. For example, ask all your friends to wear a certain colour on one day to promote your club, or create something interactive on campus to spark interest. If you require a poster for your club, email marketingteam@openwindow.co.za to get started.

+ WHICH MEDIUMS WILL YOU USE TO PROMOTE THE CLUB?

Think of new ways to improve your club. A good idea is to get involved with other clubs on campus.

+ HOW ARE YOU GOING TO IMPROVE YOUR CLUB?



TIME & DATE

A club can run regularly or irregularly. A **Regular Club** is a club that runs regularly on set dates during the year. An **Irregular Club** runs irregularly and depends on the club pioneer to communicate the date/time/venue to the members.

+ CHOOSE YOUR TYPE OF CLUB:

<input type="radio"/>	REGULAR CLUB	<input type="radio"/>	IRREGULAR CLUB
	<div><div>Month</div><div><input type="radio"/> Week 1 <input type="radio"/> Week 2 <input type="radio"/> Week 3 <input type="radio"/> Week 4</div></div> <div><div>Week</div><div><input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday</div></div> <div><div>Time</div><div>__ : __ - __ : __</div><div><p>* E.g If you want your club to run on the last Wednesday of the month, you would tick "Week 4" under Month and "Wednesday" under Week.</p><p>You can choose more than one week in the month, and more than one day in the week.</p></div></div>	OR	<div>How will you inform your club members of the dates that your club runs?</div> <div><hr/><hr/><hr/><hr/><hr/><hr/><hr/></div>

Once a club is established it needs to run until the end of the semester. If the club pioneer can't continue to run the club, he/she needs to find an alternative member to run the club. At the end of the semester, a club can be terminated. This is to ensure that people can rely on the club's expectations throughout the semester. If the club would like to continue for another semester, simply fill in the "Re-Apply" form.



VENUE

+ WILL THE CLUB RUN ON THE OPEN WINDOW CAMPUS?

NO

YES

What will you do about transport to the venue?

Is there a desired space on campus that you would like the club to run at?
Where is it?

What are the venue requirements?

☐ Electricity

Other

☐ Projector Screen

☐ Sound

☐ Chairs / Couches

☐ Tables

☐ Gazebo

How many people can be expected to come to the club and how big a space do you need?

Do you require a bar service?

NO

YES

Do you require a food service?

NO

YES

* If you have ticked that you would like a food / bar service, we will aim to schedule your club for Thursday Night Activation, where there will be food and bar service.



LOGISTICS

Because all clubs are different, each one has its own unique logistics to think of. For example, a soccer club needs to organise a coach/referee and some soccer gear. Although, this is not the case for every club in OWI. Think of all the other logistical issues that are unique to your club and write them down below.

[illegible]

CLUB APPROVAL

Name & Surname

Signature

Date _____



IMPORTANT TIPS

- + So. You have started an official OWI club! Here are some tips to help you. Make friends with your club members (the people that go to your club).
- + If you see someone sitting in the corner of the club, that hasn't attended the club before, go ahead and introduce yourself as Club Pioneer. Find out about his/her interests and why they decided to join. Then, introduce him/her to other club members so that he/she is not alone.
- + If there is a group of people at the club that hasn't attended the club before, introduce yourself and find out what they are interested in/what they expect.
- + Keep a small suggestion box in the club.
- + Before the club starts, introduce yourself and say what the club is about and what will be happening at the club that day/evening.
- + Get involved with other clubs. Structure your activities to cater for other clubs to join in or give your club members the opportunity to interact with other clubs. For example, the Film Club screens the film "Dead Poets Society" and invites the Poetry Club to join.
- + Keep improving the club and surprising the club members so that there is something new / surprising to look forward to every time.
- + If the club doesn't involve a lot of interaction (for example watching a movie), then add something interactive like a quiz or discussion at the end.
- + Provide freebies. People like freebies.
- + Promote your club regularly. Think outside the box.
- + Become friends with your club members, and sometimes do something different with them outside of the club like going for drinks.
- + On special occasions (Halloween/ valentines), do something interesting in your club to support the day.



RULES & REGULATIONS

- + A club may only be established if it has gone through the "Club Establishment Process"
- + Once established, the club must run until the end of the semester.
- + If a club pioneer decides to leave the club, he/she needs to find an alternative person to fill the position.
- + Clubs may not promote abuse of any kind (substance, physical, emotional).
- + No alcohol is allowed to be sold at the club.
- + If damage was dealt to equipment of the facility, the club pioneer is held responsible.
- + A club may only be terminated officially if it has gone through the "Club Termination Process".
- + Clubs may not be destructive to other clubs.
- + Clubs may not promote violence.
- + If a club has run for a semester, and wants to continue for another semester, it must fill in the quick "Re-apply" form.
- + If a Pioneer wants to leave the club, he/she must give 1 MONTH NOTICE to the club committee.