Date:

Dear Campus Officer;

We are a newly formed Club/Society and would like to provide you with information about us:

|  |
| --- |
| **Explanation as to why the club has been formed:** |
|  |
| **Types of activities to be conducted by the club:** |
|  |
| **Benefits to the JCU community:** |
|  |
| **How the club or society plans to stay viable and grow:** |
|  |
| **Proposed Club/Society Yearly Planner** |
| **Name of Club/Society:** |  | **Calendar Year:** |  |
| **Month:** | **Name of Event** | **Purpose of Event** | **Location of Event** | **Will grant funding be used for this event?** | **Person responsible for the risk assessment** | **Person organising the event** |
| February | Market Day |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| July | Market Day |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| August |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| September |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| October |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Yours sincerely,

|  |  |
| --- | --- |
| **Full name:** | **Signature:** |
| President: |  |
| Vice-President: |  |
| Secretary: |  |
| Treasurer: |  |