

2019 RUSU Clubs Annual Programme Reimbursement Application

RUSU Clubs can apply to receive a reimbursement of certain club event costs up to an annual total of \$450 for small clubs, \$675 for medium clubs, \$800 for large clubs and \$1000 for very large clubs. Your events must be part of your current year Annual Activity Plan, be reimbursements only for the cost of RMIT student members participating in the event and for events that are safely and legally presented with all required permissions.

Apply as many times as it takes for your club to claim its' annual APR entitlement.

Lodge your completed APR applications and all required additional documents in person at a RUSU office, by mail or email.

Applications must include:

1. Minutes of a quorate club Executive Meeting approving the budget for the activity including the detail of expected spending and income (see template on Clubs Resources Page of RUSU website)
2. If the activity/event was NOT included in your Club Annual Activity Plan, you also need to provide the minutes of a Club General Meeting approving adding the activity/event to your Activity Plan
3. Proof of event – copy Facebook event page, poster, Whats App communication, Webo event page, email to members etc.
4. Proof of payment such as receipts – NOT invoices. Photos of receipts are acceptable.

1. CLUB ACTIVITY/EVENT DETAILS

Club Name				
Form Submitted by		Full Name	Student Number	Role in Club
Event / Activity Name				
Description of Event/ Activity				
Event Start Date and Time (if an event)		Date	End Date and time	Date
		Time		Time
Event/activity Location				
Was/Will be alcohol or food served? <input type="checkbox"/>		<p><i>RMIT does not allow alcohol sales on campus by Clubs. Events involving (but not selling) alcohol require at least two of student bartenders with RSA certificate.</i></p> <p><i>If your club is <u>selling</u> food on campus, RMIT Property Services requires Clubs to have two students with Food Handling Certificates. Please provide details below about who in your club will be attending with these qualifications. If you are just giving food away, you can do an online course at http://dofoodsafely.health.vic.gov.au/welcome.php</i></p>		
Food Handling		Full Names	Student numbers	
Responsible Service of Alcohol		Full Names	Student numbers	

2. REQUIRED ATTACHMENTS		
Minutes of Executive Club Meeting showing Approved Event Budget	<input type="checkbox"/> Attached	
<i>If not part of Annual Activity Plan;</i> Minutes of General Meeting showing approval of adding Event	<input type="checkbox"/> Attached	<input type="checkbox"/> Event is already in Activity Plan
Proof of event – <i>Copy of Facebook Event page, event poster, What's App communication, Webo Event Information, Email to all members etc.</i>	<input type="checkbox"/> Attached	

3. REQUIRED RECEIPTS

- Keep all receipts for spending by the Club for the event/activity.
- Invoices are not accepted – only receipts (received after payment made).
- Submit all the receipts for the spending your Club is seeking APR for – photos are ok
- Clearly number and label the receipts submitted to identify your club and the event; as well as writing the receipt details AND total below. If more receipts, please provide extra list

Receipt number	Description (what the spending was for)	\$ Amount
1		
2		
3		
4		
5		
6		
7		

Total Value of all submitted receipts \$

<p>Submit this completed form and all required attachments to:</p> <ul style="list-style-type: none"> • In person, with all attachments, to a RUSU front counter. Locations available at http://rusu.rmit.edu.au/contact • By Mail: PO Box 12387 Franklin St Melbourne VIC 8006 • Or Scan and email form and attachments to: rusu.clubs@rmit.edu.au 	OFFICE USE ONLY	
	Received	/ /
	Docs Provided	
	Docs Correct	
	APS Available	\$
	APS Granted	\$
	Cheque Req.	
	Club Advised	/ /