*Year Plan'23-24*

**Clubs must submit a minimum of three (3) proposed club events and/or activities for the upcoming year. This must include one (1) proposed event per Fall and Winter term**.

**GOALS to strive for**

All goals should be SMART: Specific, Measurable, Attainable, Realistic, Timely.

List what you hope to accomplish as a club this year:

* [i.e. Add 30 new members]
* [hold speaker series]
* [add more space as needed]

**EVENTS / PROJECTS - list and schedule**

List all planned events, meetings and projects for the upcoming academic year (if you only have one project, please list the steps involved):

|  |  |  |
| --- | --- | --- |
| Event / Project name | Description | Tentative Date  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | [add more space as needed] |  |

**PLANNING - step by step**

Chose your most important events / projects and develop them further. Copy and paste to add more plans if required.

**#1**

|  |  |
| --- | --- |
| Event/Project | [Name of the event] |
| Purpose | [Why are you holding this event?] |
| Description | [Describe what will happen at the event, who will participate? where it will take place?] |
| Planning/ Strategies/ Time line | [What steps are required? Who will do them? When do they need to be done? (Invitations, promotions, set up/clean up,…)] |
| Resources  | [What resources will you need to succeed? (money, people, space, equipment, food…) How will you get them?] |
| Evaluation | [How will you know the event was a success? How will you communicate your success to next year?] |
| Financial Breakdown of Project | [What items will you purchasing? What are the approximate prices of each item? What is the expected Revenue, Expenses, and Net Profit for this event?] |

**#2**

|  |  |
| --- | --- |
| Event/Project |  |
| Purpose |  |
| Description |  |
| Planning/ Strategies/ Time line |  |
| Resources  |  |
| Evaluation |  |
| Financial Breakdown of Project |  |

**#3**

|  |  |
| --- | --- |
| Event/Project |  |
| Purpose |  |
| Description |  |
| Planning/ Strategies/ Time line |  |
| Resources  |  |
| Evaluation |  |
| Financial Breakdown of Project |  |

**PEOPLE - interactions and helping hands**

List all people or positions that your club will interact with in the coming year and how they will assist in your club function.

|  |  |
| --- | --- |
| Name of Individual | Role(s) |
| [MUSC Admin Staff] | [Help with booking event space in the MUSC] |
|  |  |
|  |  |
|  |  |
|  | Add more spaces as needed |

**MSU Club Membership fees**

Will you be having a club membership fee (fee you will be charging potential members part of your club)?

|  |  |
| --- | --- |
| Yes | No |

If you selected yes, approximately how much will you be charging?

|  |
| --- |
|  |

**FINAL COMMENTS - leave nothing out (optional)**

[Please provide any additional information that will be helpful in understanding your YEAR plan]

***Statement of Application***

"I certify that all information listed above is accurate to the best of my knowledge. I may be contacted for further questions."

Name:

Position in Club:

Email:

Phone: