

# Faculty Clubs Information Session 2016

**EAT/PLAY/SHOP/VISIT/LEARN/DRINK/DANCE**

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# Welcome!

- C & S form a valuable & unique part of the University experience.
- Faculty Clubs and Societies Project – SAF initiative.

# Committee Meetings

- Meetings twice a semester
- Faculty Clubs must
  - Be affiliated with CSE
  - Adopt Faculty Club Constitution
  - Provide items for meeting agendas well before meeting
  - Communicate Committee decisions to club members
  - Provide details of event funding requests using template
  - Provide committee with details of fundraising activities they intend to undertake annually
  - Advise CSE if club is unable to attend a meeting & organise an alternative member to attend on their behalf
  - Maintain administrative records via Clubs & Societies Online System (website)
  - Be aware of the terms of reference (procedures) for your committee.

# Committee Meetings

Important that an executive member is present at all committee meetings

- Can still vote even if you have no application
- Opportunity to network with other clubs
- Gain insight into other clubs' events
- Minimum 60% attendance of Faculty aligned Clubs & Societies
- If after 30 minutes of meeting start time there is no quorum, meeting is adjourn for one week.
- If no quorum at subsequent meeting then those present can go on with business of the meeting.

# Committee Meeting Voting

- Faculty Chair (One vote)
- Faculty Academic staff member (One vote)
- Faculty Club or Society (One vote per club & maximum 2 representative per club)
- CSE (One vote)

# Quiz

- What is the maximum number of club representatives allowed at a committee meeting?
- What percentage of clubs are needed to reach quorum at a committee meeting?

# SAF Funding Process

1. Funding proposal sent to [gillianh@uow.edu.au](mailto:gillianh@uow.edu.au) by required date.
2. Proposals voted on at Committee meetings.
3. Create an online calendar event and complete an online funding application at least 2 weeks prior to an event.
4. Also complete an event management plan/risk assessment & send to CSE at least 2 weeks prior to event
5. Attendance & reflection of event recorded on 'results tab' – on calendar event through Clubs website.
6. Receipts/ invoice sent to CSE **ASAP** after event.
7. Reimbursement once completed & approved.

# Funding Categories

- **Community & Industry Outreach** - Philanthropic, industry, alumni and professional bodies strategies and events
- **Social** - General social events including end of year balls, intervarsity, social and sporting competitions and collaborative campus engagement activities
- **Student Life** - Initiatives to support faculty/school spirit and student well-being and welfare
- **Learning support** - Tutoring, field trips, thesis presentations, seminars, workshops, guest speakers, professional opportunities, large disciplinary projects and competitions.



# Quiz

- What is the process for applying for SAF funding?
- What are the four funding categories and what is an example of each one?



# Faculty Student Clubs and Society Funding Proposal Template

Club Name:

Club contact:

## Funding Proposal Template page 1



<b>Project/Event Title</b> <i>Name, location, dates</i>	
<b>Project/Event Concept</b> <i>Broad overview and information about the project/event</i>	
<b>Project/Event Deliverables:</b> <i>What is the specific aim/s of the project/event?</i>  <i>What will members gain from the event/project</i>	
<b>Funding Category</b> <i>Which funding category is most relevant to the event/project and why?</i>	<i>Categories: Community &amp; Industry Outreach, Social, Student Life or Learning Support</i>
<b>Project/Event Outcomes</b> <i>What will the benefits be for the whole club?</i>  <i>How will the club include members who are not attending the project/event or conference?</i>  <i>How will it be judged whether the event/project or attendance at a conference was a success?</i>	
<b>Key Stakeholders</b>	

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# Funding Proposal Template page 2

<b>Estimated timeframe</b>  <i>Brief organisational plan leading up to the event E.g. promotion, ticket sales, venue bookings.</i>	> 6 weeks until the event  6 weeks until the event  3 weeks until the event  1 week until the event	
<b>Preliminary Estimated Budget</b>  <i>What is the allocated budget for the project/event?  What is the student contribution?  What fundraising activities will the club be undertaking?  Have you researched sponsorship opportunities?  What will the funding go towards?</i>	<b>Budget Outline (enter information where applicable)</b>	
	Item breakdown	
	Participant Contribution	
	Fundraising Goal	
	Sponsorship Goal	
	<b>Amount Requested of committee:</b>	
	<b>Allocation of funding:</b>	
<b>Promotion</b>  <i>How will the event/project be promoted?</i>		
<b>Constraints and Assumptions</b>  <i>Project/event assumptions and circumstances that need to occur for the project/event to be successful, but are outside the control of the project/event team</i>		

## Funding Proposal Template page 3

<b>Funding Criteria</b>	<p>A provider that charges a student services and amenities fee will only be able to spend the fee on the provision of the following services as defined at <a href="http://www.innovation.gov.au/HigherEducation/StudentSupport/Pages/StudentServicesAndAmenities.aspx">http://www.innovation.gov.au/HigherEducation/StudentSupport/Pages/StudentServicesAndAmenities.aspx</a>:</p> <p>Please tick all that apply to this Event/Project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> providing food or drink to students on a campus of the higher education provider;</li> <li><input type="checkbox"/> supporting a sporting or other recreational activity by students;</li> <li><input type="checkbox"/> supporting the administration of a club most of whose members are students;</li> <li><input type="checkbox"/> caring for children of students;</li> <li><input type="checkbox"/> providing legal services to students;</li> <li><input type="checkbox"/> promoting the health or welfare of students;</li> <li><input type="checkbox"/> helping students secure accommodation;</li> <li><input type="checkbox"/> helping students obtain employment or advice on careers;</li> <li><input type="checkbox"/> helping students with their financial affairs;</li> <li><input type="checkbox"/> helping students obtain insurance against personal accidents;</li> <li><input type="checkbox"/> supporting debating by students;</li> <li><input type="checkbox"/> providing libraries and reading rooms (other than those provided for academic purposes) for students;</li> <li><input type="checkbox"/> supporting an artistic activity by students;</li> <li><input type="checkbox"/> supporting the production and dissemination to students of media whose content is provided by students;</li> <li><input type="checkbox"/> helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;</li> <li><input type="checkbox"/> advising on matters arising under the higher education provider's rules (however described);</li> <li><input type="checkbox"/> advocating students' interests in matters arising under the higher education provider's rules (however described);</li> <li><input type="checkbox"/> giving students information to help them in their orientation; and</li> <li><input type="checkbox"/> helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.</li> </ul>
<b>Attachments</b>	
<b>Signatures and position:</b>  <i>requires club or society executive approval</i>	<b>Signatures:</b>  <b>Date:</b>

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### Participant Selection Criteria (if applicable)

This section is to be completed when only a limited number of members can participate in an activity. This process ensures equity within the selection process.

<b>Member Snapshot</b>  <i>How many members are attending? What year of study are they in?</i>		
<b>Promotion</b>  <i>How has the application process been promoted to members?</i>		
<b>Application Process for Members</b>  <i>Circle one of the following and give examples of how the process will work including timeframe for promotion</i>	Written Application  Interview  Competition Based  Other	
<b>Selection Panel</b>  <i>Who will be assessing applications</i>		

Funding Proposal  
Template page 4 –  
optional  
depending on  
event/project

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# Event Management Plans (EMP)

- Details the activities of the event
- Volunteers that will assist with the event
- Schedule of activities
- Risk Assessment
- Assessed & approved by CSE two weeks prior
- EMP submitted along with funding submission to [gillianh@uow.edu.au](mailto:gillianh@uow.edu.au)
- NB. For funding < \$500 a Risk Assessment is required in lieu of an EMP.

# Online Funding Applications

- As per the standard club funding process, once the committee has approved the club funding in the committee meeting, an online application is required

The screenshot shows the University of Wollongong website's navigation menu and a specific funding form. The navigation menu includes links for Site Map, Campus Map, A to Z Index, Staff Intranet, and Contacts. Below this, there are tabs for FUTURE STUDENTS, CURRENT STUDENTS, RESEARCH & INNOVATION, ALUMNI, BUSINESS & COMMUNITY, and NEWS & MEDIA, along with a search bar. The breadcrumb trail indicates the path: Home > Clubs & Societies > Resources > Funding > Funding Form. The main heading is 'CLUBS & SOCIETIES' with sub-links for FIND A CLUB, JOIN A CLUB, START A CLUB, EVENTS, PHOTOS, NEWS, RESOURCES, and CONTACT. The specific form is titled 'Funding Form' and features a three-step process indicator (1, 2, 3). The first step, 'Basic Information', is highlighted in green and contains the following fields:

- Club Name: Please Select (dropdown menu)
- Club Contact: Please Select A Club First (dropdown menu)
- Contact Email: [text input field]
- Contact Phone: [text input field]
- Funding Category: Please Select (dropdown menu with options: Training, Social, Promotions)

# Post Club Event

- Reporting is required!
- Online – complete attendance

Include the number of students at the event

Include an evaluation of the event or project i.e. key successes, improvements



# Quiz

- Why is ticking off the applicable funding criteria important?
- What is the event management plan?
- Where do you add the post club event reporting?

# Large Expenses

- If club is unable to pay expenses up front– CSE can be invoice directly.
- Invoice must be addressed to:  
**UniCentre: Centre for Student Engagement**

Allow 4-6 weeks for payment

# When is funding not given?

- Alcohol
- Prizes that involve cash
- Events/projects not in funding category
- Event expenses not in budget or approved by the committee
- Expenses higher than budgeted amount
- Incomplete funding applications & event plans
- Overdue submissions
- Funding applications that are submitted at meetings
- Late or inadequate receipts/ invoices
- Publications not approved by both CSE & faculty 4 weeks before printing
- Promotional material that doesn't include SAF logo or CSE logo
- Events not approved by CSE

# CSE Funding

Faculty clubs can apply for all club funding categories in addition to Faculty Clubs funding.

For example :

- Club Clothing
- Promotional Material

# Quiz

- What are three instances when funding is not given?
- What is the difference between CSE funding and SAF funding?