

Agenda

Central Committee Meeting #2 – Monday, 12th August 2024

Time : 17:30

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #1

4. Proposals

- 4.1. Camera Equipment 2024 Proposal
- 4.2. Sexual Health Week 2024 Proposal
- 4.3. International Sport Carnival Sem 2 2024 Proposal
- 4.4. Get Certified Sem 2 2024 Proposal
- 4.5. R U Okay Day 2024 Proposal
- 4.6. International Expo 2024 Proposal
- 4.7. Cross-Club Networking Night 2024 Proposal
- 4.8. Amendments to UMSUi Infringement Policy

5. Reports

- 5.1. Winterfest Giveaway 2024 Report

6. Other Business

- 6.1. Working with Treasurer
- 6.2. Working with MnM
- 6.3. Infringement Policy and Strike System

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #1– Monday, 29th July 2024

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. Procedural Matters

1.1. **Acknowledgement of Indigenous Owners**

1.2. **Official Welcome**

1.3. **Attendance and apologies**

- Attendance – 33/38 members

Late with Apologies

Directors: Tanveen KAUR, Wun Tung LUM (Cherry)

Officers: Natasya Jestine WIRAATMAJA, Chenxi SONG (Vicky)

Leaving Early with Apologies

Officers: Yashvi NARULA

Absent with Apologies

Directors: Hiranmayi RAMESH

Motion 1

Move that Standing Orders be adopted for CCM #1 at 5:00.

Mover : Linda LIU

Seconder : Andrea MAKATITA

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #1** be adopted at **5:08PM**

Mover : Youn KIM

Seconder : Yashvi NARULA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of eCCM #2 be accepted and confirmed as a true and accurate record.**

Mover : Ella LIANG

Seconder : Christian VALERIAN

Motion Carried.

Motion 4

Move that the **PR/Visa Workshop Semester 2 2024 Proposal** be accepted.

Mover : Rebecca CHRISTOPHER

Seconder : Sol KWON

Motion carried.

Motion 5

Move that the **ISA Recruitment August Intake 2024 Proposal** be accepted.

Mover : Tiffany AUYEUNG

Seconded : Jesslyn ANDRIONO

Motion carried.

Motion 6

Move that the **ISA Recruitment July Intake 2024 Report** be accepted.

Mover : Jeslyn TANDYAJAYA

Seconded : Christopher MINN

Motion carried.

Motion 7

Move that the **ISA Appreciation Night and Winning House Dinner (July & August 2023) Report** be accepted.

Mover : Danielle CHEN

Seconded : Linda LIU

Motion carried.

Motion 8

Move that the **Swotsnacc Semester 1 2024 Report** be accepted.

Mover : Rachel ZHOU

Seconded : Kayven SATRIO

Motion Carried.

Motion 9

Move that the **Exam Pack Giveaway Semester 1 2024 Report** be accepted.

Mover : Jesslyn ANDRIONO

Secunder : Tam LUONG

Motion Carried.

Motion 10

Move that the **Night Market 2024 Report** be accepted.

Mover : Gurshan SINGH

Secunder : Rebecca CHRISTOPHER

Motion Carried.

Motion 11

Move that the **President's Monthly Report** be accepted.

Mover : Christie DEANDRIA

Secunder : Coby CHEUNG

Motion Carried.

4. Other matters

Motion 12

Move that **Standing Orders** be suspended at **6:30PM**

Mover : Tanveen KAUR

Secunder : Maddy SUTANTO

Motion carried.

Motion 13

Move that **CCM #1** be adjourned at **6:30PM**

Mover : Natasya WIRAATMAJA

Secunder : Cynthia WANG

Motion carried.

Prepared by,

Qi Evelyn WANG (Evelyn)
General Secretary 2024/25
UMSU International

Camera Equipment Proposal

Central Committee Meeting #2 – Monday, 12th August 2024

1. Introduction

The Media and Marketing department is in need of camera equipment to support the documentation process of events, with the larger goal of increasing awareness and engagement of UMSU International events.

2. Objectives

This initiative aims to:

- Introduce the ownership of a Camera within the UMSU International Central Committee to be kept as UMSU International property.

3. Event Details

Coordinators : Zhao He KOK, Youn KIM, Jesslyn ANDRIONO

Budget : \$1,151.25

4. Event Overview

We plan to purchase a Canon EOS M50 camera, as among other cameras at the price point, it is regarded as the best value, being beginner-friendly and versatile (good photo and video performance). UMSU has agreed to pay for the insurance.

The photos and videos taken will not only be useful as marketing material, but also could provide evidence to the university/UMSU of the scale and influence of our events and hence can be important in negotiations.

We intend to purchase a Vlogging Kit as it is the best value, including the camera body, lens, tripod, microphone, memory card, bag, and cable, at the same price or cheaper as only purchasing the camera body and lens from other stores.


5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
5	19 August, 2024	Purchase the Camera Kit	From TechCart.com.au	Zhao He KOK, Youn KIM

6. Budget

A total of **\$1,151.25** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
CANON EOS M50 MARK II VLOGGING KIT EF-M 15-45MM LENS TRIPOD GRIP STEREO MICROPHONE BLACK	1	1,151.25	1,151.25

			
TOTAL			1,151.25

7. Conclusion

This concludes our proposal for the Camera Equipment Proposal 2024. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Jesslyn ANDRIONO
Media and Marketing Department 2024/25
UMSU International

Sexual Health Week 2024 Proposal

Central Committee Meeting #2 – Monday, 12th August 2024

1. Introduction

Sexual Health Week is a new event from the Welfare department that focuses on the sexual health of international students. Aiming on raising awareness amongst students, SHW will be giving away stickers, sexual health packs, and sexual health resources through a booth that will be placed near the Brekkie booth. Additionally, we are working with HPP (Health Promotion Program) to provide the correct and helpful information for the resources and the sexual health packs. In these booths, we will be playing games as a vessel to educate students. There will be a spin-the-wheel spinner, with numbers written down on the tabs. These numbers will correspond to a statement relating to sexual health, and students will have to guess if these statements are true or false. Each student gets to spin the wheel 5 times, and if they get 3 statements correct, they will win prizes. Through this game, students will be able to gauge their knowledge on sexual health, and in the process, learn more about this topic, leading to greater awareness and the breaking of taboos surrounding sexual health.

2. Objectives

This event aims to:

- To promote UMSU International as a student body offering support on wellbeing related issues for international students.
- To raise international students' awareness on resources surrounding sexual health (i.e.; HPP)
- To provide international students with contraception for safe sex
 - 8 To break conversational taboo amongst international students regarding sexual health

3. Event Details

Date	: Monday, 16 th September 2024 [9.30am - 12.00pm] Wednesday, 18 th September 2024 [9.30am - 12.00pm] Friday, 20 th September 2024 [9.30am - 12.00pm]
Venue	: In-person -- Gate 6 (Near the Brekkie booth)
Number of Attendees	: 250 people over the course of 3 days
Coordinators	: Aerizqa A. RAKHMADANI, Yuxuan LIU
Manpower	: 2 Committee Members & 3 ISAs
Budget	: \$750

4. Event Overview

SHW will consist of one game in a booth near the Brekkie stall, wherein students can test out their knowledge and learn more about Sexual Health. The game held will be a true or false game, where students pick a random question through the spin-the-wheel spinner. If students get 3 questions right out of 5 tries, they will get the sexual health pack. Additionally, we will also give away free stickers.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	23 July	Internal Meeting	<ul style="list-style-type: none"> Meeting to discuss potential ideas for SHW 	Aerizqa A. RAKHMADANI, Yuxuan LIU, Danielle CHEN
1	27 July	Meeting with HPP	<ul style="list-style-type: none"> Meeting with HPP to discuss our ideas Discuss potential collaborations 	Aerizqa A. RAKHMADANI, Yuxuan LIU, Danielle CHEN
2	30 July	Meeting with MnM	<ul style="list-style-type: none"> Meeting with MnM to discuss sticker designs 	Aerizqa A. RAKHMADANI, Yuxuan LIU
5		Writing proposal	<ul style="list-style-type: none"> Write and finish proposal 	Aerizqa A. RAKHMADANI, Yuxuan LIU
6		Request ISAs	<ul style="list-style-type: none"> Ask HR for ISAs 	Aerizqa A. RAKHMADANI
7	6 September	Meeting with HPP	<ul style="list-style-type: none"> Meeting with HPP to confirm activities Discuss things to prepare prior to event 	Aerizqa A. RAKHMADANI, Yuxuan LIU
8	15 September	Briefing with ISAs	<ul style="list-style-type: none"> Brief ISAs regarding the event 	Aerizqa A. RAKHMADANI
Event Day				
9	16, 18, 20 September	Run event	<ul style="list-style-type: none"> Have ISAs set up marquee Run event 	Aerizqa A. RAKHMADANI, Yuxuan LIU
Post Event				
9		Record ISA Hours	<ul style="list-style-type: none"> Record when ISAs log in and log out 	Aerizqa A. RAKHMADANI
10		Feedback	<ul style="list-style-type: none"> Collect feedback forms from students 	Aerizqa A. RAKHMADANI

Pre-event

- Confirm with HPP how many goody bags we want
- Confirm with MnM regarding printing stickers
- Make the true or false statements
- Get the spinner from HPP
 - Numbers on the spinner

Event Day

- Set up marquee and supplies
- Make sure goodies are okay

Event Flow

Time	Activity	Details	PIC
9.00am - 9.30	Set up	<ul style="list-style-type: none"> Set up marquee Prepare gifts 	Yuxuan Liu, Aerizqa A. RAKHMADANI
9.30 - 12.00	Run event	<ul style="list-style-type: none"> Play the games Have some ISAs promote too 	Yuxuan Liu, Aerizqa A. RAKHMADANI

Post Event

- Collect feedback from attendees

6. Budget

A total of \$750 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Stickers	100/design	TBD	TBC
TOTAL			350.00

7. Conclusion

This concludes our proposal for the Sexual Health Week Proposal 2024. Please do not hesitate to contact the contact the Welfare Department should you have any queries.

Prepared by,

Aerizqa A. RAKHMADAN, Yuxuan LIU
Welfare Department 2024/25
UMSU International

International Sport Carnival Sem 2 2024 Proposal
 Central Committee Meeting #2 – Monday, 12thth August 2024

1. Introduction

The UMSU International Welfare Department recognizes the importance of balancing both mental and physical well-being for all international students across campus. Initially, we planned to host the UMSUi Sports Carnival in Week 11, allowing students to engage in various sports activities throughout the week. However, MU Sport has proposed a collaboration for hosting a sports event for all international students scheduled from September 2nd to 4th (Week 7), offering to cover all associated costs. Given this advantageous opportunity, the Welfare Department has decided to collaborate with MU Sport. This partnership will not only help us reach a broader audience but also assist in managing our financial budget more efficiently. Through this event, we aim to encourage and inspire international students to adopt healthier lifestyles by incorporating enjoyable sporting activities into their routines. We believe that engaging in these activities can significantly contribute to better managing academic stress and enhancing overall well-being.

2. Objectives

This event aims to:

- To shed light on the importance of physical wellbeing for international students' welfare
- To inspire international students with various selection of sports that they may enjoy and would take on board with
- To help international students make friends and develop meaningful bonds through sports/being active

3. Event Details

Date and Time : Monday, 2nd September 2024 [9am - 1pm]
 Tuesday, 3rd September 2024 [2pm - 5pm]
 Wednesday, 4th September 2024 [9am - 12pm]

Venue : Nona Lee Sports Centre

Number of Attendees : Subject to the sport being held on that day

Monday, 2nd September (Booked locations from 9am – 1pm)	West Stadium: 4 Badminton matches (Min. 2 per team) East Stadium: 3 Volleyball matches (Min. 6 per team)
Tuesday, 3rd September (Booked locations from 2pm – 5pm)	East Stadium: 4 Badminton matches (Min. 2 per team) 4x Squash Courts: Table Tennis (Min. 2 per team)

Wednesday, 4th September (Booked locations from 9am - 12pm)	West Stadium: 1 basketball match (Min. 5 per team)
	Full Pitch: 3 Futsal matches (Min. 5 per team)

Coordinators : Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHHUN, Cornellius SALIM

Manpower : **Monday - 10 ISAs /shift**
Shift 1 (9:00am - 11:00am):

- 2 to lead the way and registration
- 4 for Set-up for the game + BBQ
- 2 to time the badminton game + set up
- 2 to time the volleyball game + set up

Note: Set-up starts at 9 AM

Shift 2 (11:00am - 1:00pm):

- 2 to lead the way and registration
- 4 for BBQ + pack up
- 2 to time the badminton game + pack up
- 2 to time the volleyball game + pack up

Note: Pack-up starts at 12:30 PM

Tuesday - 12 ISAs/shift

Shift 1 (2:00pm - 3:30 pm)

- 2 to lead the way and registration
- 4 for BBQ + set up
- 2 to time the badminton game + set up
- 4 to time the table tennis game + set up

Note: Set-up starts at 2 PM

Shift 2 (3.30 pm - 5.00 pm):

- 2 to lead the way and registration
- 4 for BBQ + pack up
- 2 to time the badminton game + pack up
- 4 to time the table tennis game + pack up

Note: Pack-up starts at 4:30 PM

Wednesday - 7 ISAs /shift

Shift 1 (9:00 am - 10:30am):

- 2 to lead the way and registration

- 4 for BBQ + set up
- 1 to time the basketball game + set up
- 2 to time the futsal game + set up

Note: Set-up starts at 9 AM

Shift 2 (10.30am - 12:00 pm)

- 2 to lead the way and registration
- 4 for BBQ + pack up
- 1 to time the basketball game + pack up
- 2 to time the futsal game + pack up

Note: Pack-up starts at 11:30 AM

Budget : \$700

4. Event Overview

The Sports Carnival is an engaging and inclusive event designed to encourage healthy sportsmanship and promote physical wellbeing through a series of team sports. Students will register their team through a Qualtrics form. Through this registration, one student will sign up on behalf of their team and let us know of their preferred sport. During the event day, students can come and play their preferred sport. While waiting for their allocated time, they can watch other students play and cheer them on while eating BBQ food prepared outside by the team.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	7 th August 2024 (Meeting with MU Sports)	Booking available facilities and dates for the Sports Carnival Event	<ul style="list-style-type: none"> • 2nd September (9 AM – 1 PM): East Stadium and West Stadium • 3rd September (2 PM – 5 PM): East Stadium and 4x Squash Courts • 4th September (9 AM – 12 PM): West Stadium & Full Pitch • Facilities and types of sport which can be offered includes: <ul style="list-style-type: none"> ○ 4 Badminton matches per stadium ○ 3 Volleyball matches per stadium 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM

			<ul style="list-style-type: none"> ○ 1 Basketball match per stadium ○ 3 Futsal matches in hockey pitch ○ 1 Table Tennis match per squash court 	
3	7 th August 2024 (Meeting with MU Sports)	Generating promotional materials	UMSU International <ul style="list-style-type: none"> • Instagram • Facebook • Newsletter, LCD • Welfare Brekkie • Nationality Clubs • Email Previous participants MU-Sport <ul style="list-style-type: none"> • Expression of interest form • Clubs • Instagram & Facebook • Freeplay activities 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM
3	8 th August 2024	Request ISAs	ISAs are tasked to: <ul style="list-style-type: none"> • Set-up/Pack-down sports facilities • Set-up/Cook/Pack-down BBQs • Ushering participants to correct location • Do time keeping 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM
3	13 th – 16 th August 2024 (TBC)	Confirm MU-Sport Add Ons	<ul style="list-style-type: none"> • Determining amount of BBQ products which is required to be ordered • Ensure that there are food options for a range of dietary requirements • Organise number of umpires, depending on the sport • MU-sport to order more equipment if necessary 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM
3	13 th – 16 th August 2024 (TBC)	Create feedback form	<ul style="list-style-type: none"> • MU sport creates feedback form to allow participants to fill out the form after participating the event 	MU Sport
Event Day				
7	2 nd to 4 th September 2024	Set-up	<ul style="list-style-type: none"> • Ensure that the facilities are clean and notify those who have booked the court casually to be 	PIC on day

			<p>aware in which they need to leave</p> <ul style="list-style-type: none"> • Obtain the necessary equipment • Organise food products so that it is easy to serve • Start doing BBQ 	
7	2 nd to 4 th September 2024	Main event: Matches	<ul style="list-style-type: none"> • 2 of the following sports will be selected, depending on the day <ul style="list-style-type: none"> ○ Badminton ○ Volleyball ○ Table Tennis ○ Basketball ○ Futsal • Ensure each team is aware of when their match is • Each match will be timed by ISAs • ISAs will coordinate the changing of teams 	PIC on day
7	2 nd to 4 th September 2024	BBQ	<ul style="list-style-type: none"> • Depending on the numbers, this will occur throughout the event, or it may be one large gathering with everyone towards the end of the event • There will be music, and possible tables and chairs set up 	PIC on day
7	2 nd to 4 th September 2024	Pack-down	<ul style="list-style-type: none"> • Pack-up and cleaning the BBQ area • Returning all equipment back to MU-sport • Ensuring that the spaces are clean for casual MU-sport bookings after 	PIC on day
Post Event				
	2 nd to 4 th September 2024 (after the event)	Feedback	<ul style="list-style-type: none"> • Collect feedback from participants 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM
	23 rd September	Report	<ul style="list-style-type: none"> • Present report 	Yuxuan LIU, Aerizqa Aisyah RAKHMADANI, Jeasy CHUUN, Cornellius SALIM

Pre-event

- Venue booking (Done by MU Sports)

- Request ISAs
- Inform students through social media of the event's time and location
- Create feedback form

Event Day

Event Flow - 2nd September – Badminton/Volleyball

Time	Activity	Details	PIC
9:00 AM – 9:30 AM	Set-up	<ul style="list-style-type: none"> • Obtaining equipment • Ensuring there is enough equipment for all participants • Ensuring courts and other facilities are clean • Staff briefing for everyone's roles and important things to note on event 	PIC on day
9:30 AM – 12:30 PM	Playing matches	<ul style="list-style-type: none"> • Ensure each team is aware of when their match is • ISAs coordinate and time the match to allow fair playing times • Music will be played for social, less-competitive environment 	PIC on day
9:30 AM – 12:30 PM	BBQ/Drinks	<ul style="list-style-type: none"> • Depends on number of participants • Lesser participants, longer game times, BBQ happens towards end of event • Greater participants, shorter game times, BBQ happens throughout event 	PIC on day
12:30 PM – 1:00 PM	Pack down	<ul style="list-style-type: none"> • Pack-up and cleaning BBQ area • Returning all equipment back to MU-sport • Ensuring that the spaces are clean for casual MU-sport bookings after • Debriefing with staff 	PIC on day

3rd September – Badminton/Table Tennis

Time	Activity	Details	PIC
2:00 PM – 2:30 PM	Set-up	<ul style="list-style-type: none"> • Obtaining equipment • Ensuring there is enough equipment for all participants • Ensuring courts and other facilities are clean 	PIC on day

		<ul style="list-style-type: none"> Staff briefing for everyone's roles and important things to note on event 	
2:30 PM – 4:30 PM	Playing matches	<ul style="list-style-type: none"> Ensure each team is aware of when their match is ISAs coordinate and time the match to allow fair playing times Music will be played for social, less-competitive environment 	PIC on day
2:30 PM – 4:30 PM	BBQ/Drinks	<ul style="list-style-type: none"> Depends on number of participants Lesser participants, longer game times, BBQ happens towards end of event Greater participants, shorter game times, BBQ happens throughout event 	PIC on day
4:30 PM – 5:00 PM	Pack down	<ul style="list-style-type: none"> Pack-up and cleaning BBQ area Returning all equipment back to MU-sport Ensuring that the spaces are clean for casual MU-sport bookings after Debriefing with staff 	PIC on day

4th September – Basketball/Futsal

Time	Activity	Details	PIC
9:00 AM – 9:30 AM	Set-up	<ul style="list-style-type: none"> Obtaining equipment Ensuring there is enough equipment for all participants Ensuring courts and other facilities are clean Staff briefing for everyone's roles and important things to note on event 	PIC on day
9:30 AM – 11:30 AM	Playing matches	<ul style="list-style-type: none"> Ensure each team is aware of when their match is ISAs coordinate and time the match to allow fair playing times Music will be played for social, less-competitive environment 	PIC on day
9:30 AM – 11:30 AM	BBQ/Drinks	<ul style="list-style-type: none"> Depends on number of participants Lesser participants, longer game times, BBQ happens towards end of event 	PIC on day

		<ul style="list-style-type: none"> Greater participants, shorter game times, BBQ happens throughout event 	
11:30 AM – 12:00 PM	Pack down	<ul style="list-style-type: none"> Pack-up and cleaning BBQ area Returning all equipment back to MU-sport Ensuring that the spaces are clean for casual MU-sport bookings after Debriefing with staff 	PIC on day

Post Event

- A feedback form will be given by the MU Sports team to students who registered for the Sports Carnival. This is to ensure for us to determine to know students feel about the event and to provide any possible improvements.

6. Budget

A total of **\$700** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Miscellaneous	-	-	-
TOTAL			0

As for now, all costs are handled by MU Sports, however, if there are any sudden costs we must pay for, we have \$700 available.

7. Conclusion

At the core of UMSUi Sports Carnival is a hope that we will inspire international students to prioritise both their mental and physical wellbeing, fostering the habit of well-rounded wellness throughout the international student community.

This concludes our proposal for the Sports Carnival Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Yuxuan LIU
 Aerizqa Aisyah RAKHMADANI
 Jeasy CHHUN
 Cornellius SALIM**

**Welfare Department 2024/25
 UMSU International**

Get Certified Sem 2 2024 Proposal

Central Committee Meeting #2 – Monday, 12th August 2024

1. Introduction

To address the increasingly relevant issue of international student' jobs security and financial welfare, the Education department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses that will be run this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops is to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid are required certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities, both on the organisation and participation level, and give them more employment opportunities.

2. Objectives

This event aims to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.
- Promote one of the goals of the UMSU International Education department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

3. Event Details

Date	: Monday 23 rd , Tuesday 24 th , Wednesday 25 th September 2024
Venue	: CBD College and Complete Hospitality Training venues
Number of Attendees	: 150 participants across 3 different courses
Coordinators	: Momoka HONDA, Irina ANANDA
Manpower	: 8 ISAs, 5 OBs
Budget	: \$10,000

4. Event Overview

Get Certified will be run over the course of 3 days, with first day offering 1 course and the other days offering 2 different qualifications. We have finalized three courses for this iteration of Get Certified - they will be:

1. Responsible Service of Alcohol (RSA)

- We are looking to provide subsidised prices to 48 students over 2 classes (24 students each class)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4-hour course
- The provider is Complete Hospitality Training

2. Accredited Barista Training

- There will be 3 Accredited Barista Training sessions, each session will have 24 spots.
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5-hour course
- The provider is CBD College

3. First Aid Plus CPR

- We are looking to provide subsidised prices over 2 session of 25 students
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	1/8/2024	Planning Event	<ul style="list-style-type: none"> • Meeting to discuss what courses we want to provide 	Momoka HONDA, Irina ANANDA
3	5/8/2024	Research and negotiations	<ul style="list-style-type: none"> • Research & contact course providers • Negotiating with vendors for group discounts. 	Momoka HONDA, Irina ANANDA
3	9/8/2024	Making bookings	<ul style="list-style-type: none"> • Finalising course providers and booking courses based on targets 	Momoka HONDA, Irina ANANDA
3	9/8/2024	Proposal	<ul style="list-style-type: none"> • Writing proposal 	Momoka HONDA, Irina ANANDA
8	9/9/2024 - 16/9/2024	Publicity	<ul style="list-style-type: none"> • Advertise event on social media 	Momoka HONDA, Irina ANANDA

8	9/9/2024 - 16/9/2024	Open registrations	<ul style="list-style-type: none"> Release Trybooking links for students to book courses 	Momoka HONDA, Irina ANANDA
9	20/9/2024	Event Coordination with Provider	<ul style="list-style-type: none"> Collecting participant details and sending them to providers 	Momoka HONDA, Irina ANANDA
Event Day				
Midsem	23 rd - 24 th September	RSA	Participants undergo RSA training at Complete Hospitality Training	Momoka HONDA, Irina ANANDA
Midsem	24 th - 25 th September	First Aid	Participants undergo First Aid training at CBD College	Momoka HONDA, Irina ANANDA
Midsem	23 rd - 25 th September	Barista	Participants undergo Barista training at CBD College	Momoka HONDA, Irina ANANDA
Midsem	23 rd - 25 th September	Feedback	Collect feedback from participants after each course	Momoka HONDA, Irina ANANDA
Post Event				
10	7/10/2024	Payments to vendor	<ul style="list-style-type: none"> Acquiring invoices and making sure they are paid 	Momoka HONDA, Irina ANANDA
10	7/10/2024	Certificates	<ul style="list-style-type: none"> Making sure the participants have received their course certificates. 	Momoka HONDA, Irina ANANDA

Pre-event

- Contact and book providers
- Open registrations
- Send participant information to providers for first aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

Event Day

- Supervise running of courses
- Set up & hand out food & drink

Event Flow

23rd September 2024 - Barista and RSA

RSA

Time	Activity	Details	PIC
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10am – 2pm	Session runs	RSA session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break	30-minute break	

Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

24th September – Barista, First Aid and RSA
RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break	30-minute break	

Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

25th September – Barista and First Aid
Barista

Time	Activity	Details	PIC
9am - 3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

First aid

Time	Activity	Details	PIC
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9am - 3pm	Session runs	First aid session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

Post Event

- Collect feedback
- Process payments/invoices to the vendors.

6. Budget

A total of **\$10,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	50	\$50	2500.00
First-Aid Course	50	\$79 original \$99	3950.00
Barista Course	72	\$99 original \$199	7128.00
Ticket for Barista	72	-\$20	-\$1440
Ticket for RSA	50	-\$10	-\$500
Ticket for First-Aid Course	50	-\$15	-\$750
TOTAL			10,888

7. Conclusion

The Education department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that through this event, students can gain the necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive in Melbourne.

This concludes our proposal for Get Certified 2024. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,
 Momoka HONDA
 Irina ANANDA**

Education Department 24/25

UMSU International

R U Okay Day Sem 2 2024 Proposal

Central Committee Meeting #2– Monday, 12th August 2024

1. Introduction

The Welfare Department of UMSUi will hold an R U OK Day in collaboration with the Health Promotion Program of Melbourne University. Our aim for the events during the day is to raise awareness about the importance of checking in on our mental health and to foster open conversations surrounding this topic. R U OK? Day is a suicide prevention charity that emphasises the importance of connection for mental health and encourages us to ask others, "R U OK?". Events include a keychain-making session where students can engage in a fun activity while having the space to create connections and engage in meaningful conversation. We will also have a space for students to write their answer to the prompt "R U OK?". Students can either add their answers to a public board or to a jar, where they will remain anonymous. Moreover, we are planning to interview students about how they feel, engaging them in conversations about their emotions. We believe these events will help international students become more aware of mental health topics and will help them feel more comfortable navigating conversations on the subject.

2. Objectives

This event aims to:

- Raise awareness about the importance of regularly checking in on one's mental health
- Create a supportive environment where international students feel comfortable discussing their emotions and seeking help when needed
- Emphasize the significance of asking oneself and others the question: "R U OK?"
- Reinforce the message that help and support are readily available in various platforms

3. Event Details

Date	: Thursday, 12 th September 2024 [11am-4pm]
Venue	: Market Hall
Number of Attendees	: 60 registered + walk-ins
Coordinators	: Yuxuan LIU, Aeri RAKHMADANI, Isabelle Hung Ching HII, Kathryn WANG, Jasmine Matakim LEONG
Manpower	: 11 Committee Members & 14 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$1500

4. Event Overview

R U OK Day will include 3 events. A keychain making workshop will be held in an activity room at Market Hall while the "R U OK" board and jar are set up nearby. Moreover, an interview session with students will be run. Participants in the keychain making workshop can make a maximum of 2 keychains in their allocated time slot. The "R U OK" board and jar acts as a space where students passing by the area can write down their feelings/answers to "R U OK". Interview sessions are aimed at engaging students in discussions about their

emotions. These events are in collaboration with the Health Promotion Program (HPP) whereby the program will provide resources and help us promote our events during the day.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1, 2		Planning event	Meeting to discuss possible event ideas	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
3		Proposal	<ul style="list-style-type: none"> Writing proposal 	Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
5		Supplies order	<ul style="list-style-type: none"> Place order for keychain making supplies, jar and cupcakes 	Kathryn Wang, Yuxuan Liu
		Ticketing	<ul style="list-style-type: none"> Collaboration with uni on Cvent platform 	Yuxuan Liu, Isabelle Hung Ching Hii
		Request ISAs	<ul style="list-style-type: none"> Ask HR for ISAs 	Jasmine Matakim Leong
6		Feedback forms	<ul style="list-style-type: none"> Create feedback forms for the event 	Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
Event Day				
8	12 th Sept	Run event	<ul style="list-style-type: none"> Set up supplies Run event (3 sessions, board, jar, interview) 	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
Post Event				
8	12 th Sept	Feedback	<ul style="list-style-type: none"> Gather feedback from participants after event/each session 	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang,

				Jasmine Matakim Leong
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Pre-event

- Order materials required for keychain making
- Order cupcakes from Cupcake Central
- Order 'R U OK?' cupcake flags from R U OK
- Order jar and stationaries
- Prepare interview questions and request MnM for help

Event Day

- Keychain making workshop
 - Set up supplies
- "R U OK" board
 - Set up board
- "R U OK" jar
 - Set up jar
- Interview

Event Flow

Time	Activity	Details	PIC
10:15am-11am	Set up Booth	Set up tables, board, jar, cupcakes	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
12:15pm - 1pm	Set up Activity Room	Preparation of keychain-making supplies	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
1pm - 2pm	Session 1	Keychain-making session 1	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong

2pm – 3pm	Session 2	Keychain-making session 2	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
3pm-4pm	Session 3	Keychain-making session 3	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
4pm-4:30pm	Pack up	Pack up/ Clean up	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong

Post Event

- Provide feedback forms to participants

6. Budget

A total of **\$1500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Keychain making materials (\$84) + delivery fee			\$92
Cupcakes	1	\$905	\$825
R U OK Flags	8	\$10	\$80
R U OK Jars	1	\$57	\$57
Sticky notes	2	\$10	\$20
R U OK Board	2		TBD
Other stationaries	4	\$85	\$85
Miscellaneous			\$300
TOTAL			\$1500

7. Conclusion

The Welfare department understands the unique experiences international students may have with mental health, such as being unfamiliar with the topic or uncomfortable discussing it. We hope that these R U OK Day events will advocate for open discussion regarding mental health, and raise awareness for support resources such as the R U OK?

Organisation. Additionally, these events will provide a relaxing and social atmosphere for international students to explore mental health subjects in a safe space.

This concludes our proposal for the R U OK Day Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Jasmine Matakim LEONG
Isabelle Hung Ching HII
Kathryn WANG**

**Welfare Department 2024/25
UMSU International**

International Expo 2024 Proposal

Central Committee Meeting #2 – Monday 12th August 2024

1. Introduction

Previously known as International Week, International Expo is a dynamic and immersive event that unites university students in a celebration of global diversity. With a diverse range of cultural activities, performances, and interactive experiences, attendees will embark on an adventure of cross-cultural understanding, engagement, and community building.

2. Objectives

This event aims to:

- Create a vibrant and immersive cultural experience for university students by bringing together various cultural clubs from different student clubs.
- The primary goals are
 - **Culture Exchange and Awareness**
 - By showcasing a diverse range of cultural activities, traditions, games, and cuisines, the event aims to promote cross-cultural understanding and appreciation among students.
 - **Student Engagement**
 - The passport-based tasks assigned to students encourage active participation and engagement with different cultural booths. This interactive approach enhances students' involvement and learning about various traditions.
 - **Community Building**
 - By bringing together students from different nationalities, the event facilitates networking, socializing, and the formation of new connections among attendees who share similar cultural backgrounds and interests
 - **Promoting Cultural Clubs and Societies**
 - The event serves as a platform to showcase and promote the different cultural clubs and societies within the university.

3. Event Details

Date	: Friday, 30th September 2024 (12pm-5pm)
Venue	: In person, Ampitheatre and Market Hall
Number of Attendees	: 1,000+
Coordinators	: Kayden SAINGAM, Xin Huai LEE, Isaac Hung Nguong HII, Ynez WU, Shamika SHARMA, Harsh Wardhan PATEL, Shreeyukta ADHIKARI,
Manpower	: 8 OBs & 20 ISAs (including coordinators which consists of 6 OBs)
Budget	: \$20,000

4. Event Overview

International Expo features a stamp collection journey. Allowing students to earn rewards by engaging with diverse cultural clubs through interactive tasks, fostering education and

community bonds. Enjoy games, captivating performances, and a culinary adventure, all celebrating the rich tapestry of our university's cultures.

Passport stamp collection: Students will collect an A5 booklet from UMSU INTL booth and they will proceed to game booths areas where they will get their passports stamped when they participate. To win a small reward, students must collect all 5 stamps and to win a big reward, students must collect all 10 stamps. The consolation prize for participating will be snacks.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	8 th August	Initial planning	Initial draft of ideas + activities + rewards	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
			Rough budget estimates	
			Informed M&M to help out promoting + Photo Strips Design	
4	12 th August	Enquired of Food vendors	Met with Brodie to discuss possible food truck vendors available for 5th-6th Sept + Food Vendors for UMSU Intl to liaise with to distribute Free Food	Isaac, Kayden
		Meet with AVM	Discuss on required equipment for International Expo (Eg: Marquees, Speakers)	Kayden, Shreeyukta, Ynez
		Club interest form	Create club interest form	Xin Huai
	15 th August	On-site Inspection	Decided on layout of international Expo with queue management, entry & exit points, placement of booths, stages & changing room. Taken note of dimensions of allowed space	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
		Finalization of Layout	Designing layout on Canva to distribute to AVM + during ISA & OB briefing	
6	26 th August	Request for ISAs	Fill out the request for ISA form and contact HR	Shamika
6	29 th August		Meetings to finalize the club lists and activities being hosted	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh

8	12 th September	Briefing	Brief ISAs & OBs of their roles and flow of activities for both days + resolve enquiries and unclarities	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
Event Day				
8	13 th September 12:00PM - 05:00PM	International Expo	Participants will enter through the entrance facing the Union House and head straight to Umsu Intl booth to collect their Passport + Free Food. They then head off to the first 6 booths present to play the games/try the food provided to gain their stamps. Craft + Photo Booths, x3 food trucks are present as non-collection activities	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
Post Event				
8	13 th September 5:00PM - 6:00PM	Pack Down	Settled by the professionals and staffs	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
		Clean Up	OBs & ISAs	
		Responses	Tabulate and analyse the Feedback form about the event	
	14 th September	Give ISA Hours	C&S officers liaise with HR	Shreeyukta
	18 th - 20 th September	Report	Write up report w Feedback + suggestions for future committee	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh

Pre-event

Event Day

Event Flow

Time	Activity	Details	PIC
11:00AM-12:00PM	Set up	This will be when the team set up the tables and booths	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
12:00PM-5:00PM	Event time	Everyone is working on their assigned roles and station	OBs

03:00PM-04:00PM	Clean up	Clean up stalls and booths	Kayden, Isaac, Shreeyukta, Shamika, Ynez, Xin Huai, Harsh
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Post Event

6. Budget

A total of **\$20,000.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AV Melbourne Logistics		5000	5000.00
Food distribution		3000	3000.00
Interactive World map		255	255.00
12 page A5 Passport Booklet	1000 copies	2	2000.00
Photo Booth (Shutterbooth)	5 hours	650	650.00
Club Expenses	10 clubs	500	5000.00
Rewards/Prizes	200 pieces	10	2000.00
Miscellaneous		2000	2095.00
TOTAL			20000.00

7. Conclusion

This concludes our proposal for the International Expo Proposal 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,
Kayden SAINGAM, Isaac HII, Sharmika SHARMA
Cultural and Social Department 2023/24
UMSU International

Cross-Club Networking Night 2024 Proposal

Central Committee Meeting #2 – Monday, 12th August 2024

1. Introduction

The Cross-Club Networking Night, an exclusive and unique gathering tailored for graduate students within the Faculty of Science. The purpose of this event is to bring together students from different scientific disciplines and members of different clubs in a sophisticated and engaging setting. The Cross-Club Networking Night provides a unique opportunity for cross-disciplinary interaction in a formal context, with the goal of fostering meaningful relationships and partnerships among registrants.

Although there are many opportunities for casual networking during the academic year, The Cross-Club Networking Night aims to improve the experience by providing a more sophisticated and organized setting that facilitates deeper discussions and more meaningful relationships.

In addition, this is an inclusive event that welcomes undergraduates, graduate students, and people from all academic backgrounds who would like to network within the scientific community. Our goal is to build a dynamic and diverse community where relationships that go beyond academic fields may be forged and ideas can flourish by inviting a wider audience.

2. Objectives

This event aims to:

- Provide students with a platform to network and socialise with their peers and other members around the UoM Faculty of Science, and University in general
- Improve student experience during University and increase social wellbeing
- Foster connections and create networks between peers across academic backgrounds
- Allow students to enjoy a relaxing night to destress, amongst peers and friends

3. Event Details

Date	: Friday, 13 th September 2024 [(Time – 7:00 pm – 11:00 pm)]
Venue	: Morris House, CBD
Number of Attendees	: 200 participants
Coordinators	: Shruthi THARMIA PRABHUSHANKAR, Jessica ZHANG, Ishita SHUKLA, Josiah TONG, Ayush NAMBOOTHIRI
Manpower	: External Manpower
Budget	: \$6300

4. Event Overview

The Cross-Club Networking Night is an upscale event designed for graduate students from across the Faculty of Science to come together. It is an amazing opportunity for members of different clubs, and students from different fields to socialise and network together. The main purpose of this event is to create an amazing opportunity for students from different scientific backgrounds to socialise

and network amongst each other. As there are generally many casual networking events planned throughout the year, this event is designed to be more on the formal side (especially as Science generally has few large-scale events). This event will be open to anybody interested, regardless of academic background. Undergraduates are also welcome to attend.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	02.08.24	Club Meeting #1	Met up with the clubs to discuss about the event prospects	Jessica Zhang
2	07.08.24	Club Meeting #2	Shortlisted venues	Celine Fang
3	14.08.24	Club Meeting #3	Venue finalised and locked in Marketing preparation	Ayush NAMBOOTHIRI
4	19.08.24	Marketing distributed Early bird tickets released	Tickets bookings are done on Eventbrite	Lady Feren PANGJAYA
5	26.08.24	Club Meeting #4	Photo booth finalised DJ finalised Round 2 marketing General admission tickets released (or earlier if early bird sold out)	Celine FANG, Kylie LIANG
6	2.09.24	Club Meeting #5	Venue features finalised (food, drinks, floor plan etc.) Final marketing round	Jessica ZHANG
Event Day				
1.	13.09.2024	Social Soiree.	Pre-event setup including photobooth setup, drinks set up, canapes set up, activities set up Main event starts at 7 PM. Students entering the venue will be asked to fill up a survey to share their experience about studying Graduate program and what could be improved. Followed by a free serve of canapes and drinks. Promotion of UMSU	Coordinators and team members

			International through brand posters leading to more followers for socials from Graduates yesterday. Event packdown by 11 PM followed by cleanup.	
Post Event				
1	September 15 th - 16 th	Report	Write up report with Feedback + suggestions for future committee	Shruthi THARMIA PRABHUSHANKAR
2	September	Presentation	Presenting the outcome of the event along with feedback, reflections and suggestions for next Social event at CCM#4	Shruthi THARMIA PRABHUSHANKAR

Event Day

Event Flow

Time	Activity	Details	PIC
6:00 PM to 6:30 PM	Reach venue	All team members to arrive and ensure venue is ready	Alarmelmangai SATHAPPAN
6:30 PM to 7:00 PM	Set up	Photobooth to arrive and set up DJ to arrive and set up	Josiah TONG
7:00 PM to 7:30 PM	Event start	Attendees arrive and sign off with team at the venue entrance Attendees will be given a poker card upon arrival, and they will aim to find the other person with the same card	Team Members
7:30 PM	Presidential speech	Welcome & Introduction (Presidents: Jessica Zhang, Ishita Shukla, Calandra Grima)	Jessica ZHANG, Ishita SHUKLA, Calandra Grima
7:45 PM to 10:00 PM	Network, Drinks and Dinner	Students networking/socialising – food platters will be served throughout the night, drinks will be provided upon arrival	Team Members

10:00 PM to 10:30 PM	Presidential Speech#2	Conclusion (Presidents: Jessica Zhang, Ishita Shukla, Calandra Grima)	Jessica ZHANG
10:30 PM to 11:00 PM	Conclusion	Event concludes – club team members to pack up Photobooth and DJ to pack up	Team Members
11:45 PM	Venue shut	Venue clear out	Jessica ZHANG

Post Event

- The collected survey responses will be collected and analyzed.
- Priority concerns will be focused and worked on.
- Outcome of the event along with feedback, reflections and suggestions for next Social event in CCM #4

Date	
14.09.24	Send out post-event feedback form (Google form) to all attendees
16.09.24	GSA event report Post-event recap videos, photos preparation
18.09.24	Club meeting Event debrief, feedback etc.
25.09.24	Post-event recap videos, photos finalised and released

6. Budget

A total of **\$6300** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Venue Hire	1	\$0	\$0.00
Canapes	600 pieces	\$5.5	\$3,300.00
Drinks on arrival	200	\$10	\$2000.00
Photo booth	1	\$500	\$500.00
DJ	1	\$500	\$500.00
TOTAL			\$6,300.00

Funding

Item	Total Cost (AUD)
Early bird tickets 50 tickets, \$25 ea	\$1,250.00
General admission tickets 125 tickets, \$30 ea	\$3,750.00
UMSUi funding	\$1500.00

TOTAL	\$6,500.00

** extra money can go into budget for food/drinks

7. Conclusion

This concludes our proposal for the Cross-Club Networking Night Proposal 2024. Please do not hesitate to contact the Graduate Department should you have any queries.

Prepared by,
Shruthi THARMIA PRABHUSHANKAR
Graduate Department 2024/2025
UMSU International.

Amendments to UMSUi Infringement Policy

Central Committee Meeting #2 – Monday, 12th August 2024

1. Introduction

The amendments to the Infringement Regulations of UMSUi aim to provide transparency and clarity to UMSU International's Constitution, following the amendments passed in AGM 2024.

2. Amendments

Amendments of the UMSUi Electoral Regulations are shown below in **red**:

(b) Proposal and Report

Failure to send Event Proposal/Report at least 1 non-working day before CCM without valid reason	1
Failure to prepare an Event Proposal before the event is held	5
Failure to present a Final Report before the next 2 Central Committee Meeting	5

(b) Communication & Participation



Failure to respond to emails from other Committee Members or from Project Coordinator within 2 working days	2
Failure to respond to any other form of communications (e.g. SMS, texts, Whatsapp messages, Facebook Messenger messages, Instagram direct messages) from other Committee Members or from Project Coordinator within 2 working days	2
Further failure to respond to any form of communications (e.g. Emails, messages, texts) from all Committee Members/Project Coordinator after 2 working days (1 strike awarded per working day, capped at 10 total strikes)	1
Inform in failing to attend event last minute after sign-up without finding a replacement (OBs are also required to debrief their replacement)	3
Failure to attend event without informing after sign-up and without finding a replacement (OBs are also required to debrief their replacement)	5
Late for more than 10 minutes to the event they sign-up for	2
Not fulfilling duties as an Event/ Activity/ Program/ Campaign Coordinator/ Person in charge	5

3. Conclusion

This concludes our proposal for the amendments to UMSUi Infringement Policy. Please do not hesitate to contact the Secretary and Executive Department should you have any queries.

Prepared by,

**Qi Evelyn WANG (Evelyn)
General Secretary 2024/25
UMSU International**

Winterfest Giveaway 2024 Report

Central Committee Meeting #2 – Monday, 12 August 2024

1. Introduction

This report summarises the Winterfest Giveaway which occurred on 18th July 2024. The Cultural and Social department handed out snacks, plushy and UMSU Intl merch. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

2. Event Details

Date : Thursday, 18th July 2024
 Venue : Level 1, Building 168
 Number of Attendees : 500
 Coordinators : Kayden SAINGAM
 Manpower : 10 ISAs (including coordinators which consists of 1 OBs)
 Budget : \$3500

3. Event Overview

This event consists of distributing snacks, plushy and UMSU Intl merch

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	4 th July	Finalise the giveaway items	Finalise the giveaway items and place an order	Kayden SAINGAM
Event Day				
0	18 th July	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Kayden SAINGAM
0	18 th July	Distribution	For each shift the team consists of 5 ISAs who will distribute the items and engage with new students	Kayden SAINGAM

Pre-event

- ISAs and OBs will gather at UMSUi Lounge to set up the table

Event Flow

Time	Activity	Details	PIC
10:30AM-10:45AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the snacks, plushy and merch after confirming students have followed UMSUi social media page + take attendance of ISAs	Kayden SAINGAM

10:45AM-11:00AM	Set up	Setting up banner and tables	Kayden SAINGAM
11:00AM-2:00PM	Distribution	Giving snacks, plushy and merch and engage with students	Kayden SAINGAM
2:00PM-2:15PM	Pack down	Clean and pack down the area	Kayden SAINGAM

5. Reflections

Attendance

- Less than 500 students came to the giveaway, The location itself was not easily noticed by the students as it was on the first floor and no other activities were held around the area during that time.
- The lack of promotional materials resulted in lower visibility and awareness.

6. Feedback

- Ordering from Kmart should be avoided as it is against the ethical regulation of UMSU.
- Contact Media and Marketing department to help promote the event

7. Suggestions

Participation

- Request a better location that is easily accessible and possibly not blocking any pathway

8. Budget

A total of **\$3500** have been allocated for this event, and the total actual expenditure for this event is **\$3353.50** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Snacks	500	2.7	1353.50	1500.00
Plushy	500	4	2000.00	2000.00
TOTAL			3353.50	3500.00
Surplus				146.50

9. Conclusion

This concludes our report for the Winterfest Giveaway report 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Kayden SAINGAM
Cultural and Social Department 2024/25
UMSU International

6. Other Business

6.1. [Working with Treasurer](#)

6.2. [Working with MnM](#)

6.3. Infringement Policy and Strike System

6.4. Working with HR

7. Next Meeting

CCM #3

Date : Monday, 26th August 2024 (17:30)

Venue : Masson Theatre (Chemistry Building)