



Agenda

Central Committee Meeting #5 – Monday, 30th September 2024

Time : 17:30

Venue : PAR-155-B1-B25-Theatre 2 (92) Old Geology

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 #4

4. Proposals

- 4.1. Exam Pack Giveaway Sem 2 2024 Proposal
- 4.2. ISA Appreciation Night and Winning House Dinner (February & March 2024 Intake) Proposal

5. Reports

- 5.1. International Student Sports Carnival Report Sem 2 2024 Report
- 5.2. ISA Recruitment August Intake 2024 Report



5.3. Sexual Health Week Sem 2 2024 Report

5.4. Buddy Up: Charms & Chats 2024 Report

6. **Other Business**

6.1. UMSU International Awards

6.2. Working with PnS

6.3. Adding EXCO on Facebook

6.4. Jess's segment

7. **Next Meeting**

Unconfirmed Minutes

Central Committee Meeting #4 – Monday, 9th September 2024

Time : 17:30

Venue : PAR-133-B1-B120-The Singapore Theatre (123)

1. **Procedural Matters**

1.1. **Acknowledgement of Indigenous Owners**

1.2. **Official Welcome**

1.3. **Attendance and apologies**

- Attendance – 26 members

Absent with Apologies



Directors: Ella LIANG

Officers: Qawiemah LEONG

Move that the **Agenda for CCM #4** be adopted at 5:36PM

Mover : Korakot SAINGAM (Kayden)

Secunder : Kayven SATRIO

Motion Carried.

Move that the **minutes of CCM #3 be accepted and confirmed as a true and accurate record.**

Mover : Suhas AGRAWAL

Secunder : Chloe LIN

Motion Carried.

Move that the **International Hangout Sem 2 2024 Proposal** be accepted.

Mover : Ishita SHARMA

Secunder : Shamika SHARMA

Motion Carried.

Move that the **ISA Incentives 2024 Proposal** be accepted.

Mover : Zhao He KOK

Secunder : Isaac HII

Motion Carried.

Move that the **ISA House Bonding 2024 Proposal** be accepted.

Mover : Isabelle HII



Secunder : Jesslyn ANDRIONO

Motion Carried.

Move that the **Central Committee Bonding Trip 2024 Proposal** be accepted.

Mover : Tiffany AUYEUNG

Secunder : Seoyoun KIM (Youn)

Motion Carried.

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

Mover : Xin Huai LEE (Aceline)

Secunder : Kayden SAINGAM

Motion Carried.

Move that the **Heads of Clubs Semester 2 2024 Report** be accepted.

Mover : Shruthi PRABHUSHANKAR

Secunder : Winnie LAO

Motion Carried.

Move that the **Food Adventure Sem 2 2024 Report** be accepted.

Mover : Chloe LIN

Secunder : Momoka HONDA

Motion Carried.

Other Business

- Reminder to volunteer for events
- UMSUi awards (Linda, Kayven, Zhao He)



Move that **Standing Orders** be suspended at **6:11PM**

Mover : Zhao He KOK

Secunder : Suhas AGRAWAL

Motion Carried.

Move that **CCM #4** be adjourned at 6:11PM

Mover : Aerizqa RAKHMADANI

Secunder : Shreeyukta ADHIKARI

Motion Carried.

Prepared by,

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



Central Committee Meeting #5 – Monday 30th September, 2024

1. Introduction

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of UniMelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimise the waste produced by students and also maximise our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

2. Objectives

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International
- To motivate students by giving out freebies and enlightening their mood for exam preparation
- To boost the physical welfare of students by providing snacks and beverages

3. Event Details

Date	: Monday 21 st October [11:00 AM - 2PM]
Venue	: Amphitheatre
Number of Attendees	: 600-800 students
Coordinators	: Yuxuan LIU, Aeri Aisyah RAKHMADANI, Qawiemah Matakim LEONG
Manpower	: 7 OBs (from Welfare) & 14 ISAs
Budget	: \$ 8,000

4. Event Overview

Exam Pack Giveaway is an event where students are able to come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
7		Venue booking	– Reached out to CME to book Concrete Lawn	Yuxuan Liu, Aeri Aisyah RAKHMADAN I
7		Planning/Budgeting	– Initial meeting to plan out budget and items to purchase	Yuxuan Liu, Aeri Aisyah RAKHMADAN
8		Contact sponsors	- Reach out to sponsors to ask for event support/sponsorship	Ella, Yuxuan Liu, Aeri Aisyah RAKHMADAN
9		Event planning	- Write and present proposal - Finalising event details	Yuxuan Liu, Aeri Aisyah RAKHMADAN I, Qawiemah Matakim LEONG
10		Logistics	- Start finalising and ordering items to be	Yuxuan Liu, Aeri Aisyah

			included in the giveaway	RAKHMADAN I
11		Contact M&M	- Discuss with M&M on promotion etc	Qawiemah Matakim LEONG
12		Request ISAs	- Ask HR for ISAs	Qawiemah Matakim LEONG
13		Collect stock	- Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered	Whole Welfare Team
12		Feedback forms	- Create feedback forms for the event	Qawiemah Matakim LEONG
Event Day				
	21/10	Run event	- Set up tables and marquees - Give out items to students	Whole Welfare Team
	21/10	Pack up	- Put away equipment and throw out rubbish	Whole Welfare Team

Pre-event

- € Book venue
- € Contact possible sponsors
- € Order items
- € Request ISAs



€ Create feedback form

Event Day

Event Flow

Time	Activity	Details	PIC
10 - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Yuxuan Liu, Aeri Aisyah RAKHMADANI, Qawiemah Matakim LEONG
11AM - 2PM	EPG	Event will be run between 11am -2pm	Yuxuan Liu, Aeri Aisyah RAKHMADANI, Qawiemah Matakim LEONG
2 - 3PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Yuxuan Liu, Aeri Aisyah RAKHMADANI, Qawiemah Matakim LEONG

Post-event

- Collect feedback
- Write and present report

6. Budget

The total allocated budget for this event is \$8,000

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Muji 0.38 pens (cap type - 10PK)	20	\$22.5	450.00



Muji 0.5mm pens (cap and knock type - 10PK)	40	\$22.5	900.00
Muji highlighters	250	\$2.5	625.0
Muji notebook (Grid A6)	150	\$1.5	225.00
Muji notebook (Planting Tree Paper Notebook - B5 - 5PK)	100	\$7.5	750.00
Indomie (5PK)	160	\$3.95	632.00
Up & Go (12PK)	58	\$17.5	1015
Carman's oat slices (5PK)	150	\$5.9	885.00
Carman's protein bars double dark choc (10PK)	10	\$11.9	119.00
Oreo mini cookies multipack (10PK)	70	\$5	350.00
Smiths mix variety (20PK)	10	\$7.5	75.00
Red Rock Deli multipacks variety (10PK)	20	\$7.5	150.00
Kit Kat Chunky	2	\$252.72	505.44
Snickers Medium Bar (200PK)	1	\$198	198.00
Mars Medium Bar (200PK)	1	\$198	198.00
Smiths Sour Cream & Chives Grain Waves (21PK)	10	\$16.55	165.5
TOTAL			\$7,354.00



7. Conclusion

The Welfare department understands the stressful examination period and empathises with the struggles that students may go through during these hard times. We would like to provide support and connect with them through giving out exam packs to all UniMelb students. We hope to enhance students' well-being and prepare them for upcoming exams by providing necessities to students and boosting their mental strength.

This concludes our proposal for the Exam Pack Giveaway. Please do not hesitate to approach the Welfare Department for any enquiries or suggestions regarding this proposal.

Prepared by,

Yuxuan LIU,

Aeri Aisyah RAKHMADANI,

Qawiemah Matakim LEONG

Welfare Department 2024/25

UMSU International



**ISA Appreciation Night and Winning House Dinner
(February & March 2024 Intake) Proposal**
Central Committee Meeting #5 – Monday, 30th September 2024

8. Introduction

The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood, or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

9. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment where different ISAs can interact easily with one another and the committee members.

10. Event Details

Coordinators	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
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Manpower	4 Committee Members & 3 onshore ISAs
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11. Budget Breakdown



Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	14th October 2024	\$3500.00
ISA Winning House Dinner	17th October 2024	\$850.00
Total		\$4350.00

12. Events

5.1. Appreciation Night

Date & Time	19:00-21:00, 14th October 2024
Venue	In person - to be decided (we are searching for venues that have enough space for our participants)
Number of Attendees (expected for the venue celebration)	21 ISAs (excluding HR committee members but including 3 ISAs helping the event)

5.1.1. Event Overview

This is a celebratory event for all ISAs in the February and March 2024 Intake who have graduated, while providing an environment for them to interact with others and all the committee members.

5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			



16/9 - 4/10	Event Preparation	Come up with venue suggestions, and themes, confirm the attendees	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.	
	Google form application for ISAs	Create a google form for ISAs to apply for the planning team	
	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
16/9 - 27/9	Confirm Attendance	Send out the attendance form to confirm the number of participants	
Event Day			
18:00- 18:30, 14th October 2024	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, ISAs
19:00 - 19:30 14th October 2024	Event Commence	Graduating ISAs meet up at the venue and commence with an introduction.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW



19:00-19:30, 14th October 2024	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
19:30-20:30, 14th October 2024	Dinner	All participants have their dinners.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
20:30-21:00, 14th October 2024	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
21:00-21:30, 14th October 2024	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Post Event			
18th October 2024	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Kayven Claus SATRIO

5.1.3. Budget



A total of **\$3500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	45	20	900.00
Games Preparation	1	100	100.00
Dinner	62	65	2,030.00
Miscellaneous	-	-	470.00
TOTAL			3500.00

5.2. Winning House Dinner

Date & Time	18:00-20:30, 17th October 2024
Venue	In person - to be decided (we are searching for venues that have enough space for our participants)
Number of Attendees (expected)	6 ISAs & 5 HR Members

5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2024 Intake to celebrate their achievement and interact with house members in person.

5.2.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
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(Week #)			
Pre-event Preparations			
16/9 - 4/10	Event Preparation	Come up with venue suggestions and confirm the attendees	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
4/10	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Event Day			
17:30- 18:00 17th October 2024	Meet up	Coordinators go to the venue and check if there is any potential issue.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
18:30 - 20:00 17th October 2024	Dinner	All participants have their dinners.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
20:00 17th October 2024	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW

5.2.3. Budget

A total of **\$850** has been allocated for this event, with the breakdown as listed below:



Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	17	50	850.00
Miscellaneous	-	-	
TOTAL			850.00

13. Conclusion

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (February and March Intake 2024) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

Prepared by,

Kayven Claus SATRIO
Human Resources Director 2024/25
UMSU International



1. Introduction

This following report summarizes the International Student Sports Carnival 2024 happening from 2nd September 2024 until 4th September 2024. The UMSU International Welfare Department believes that both mental and physical well-being is extremely important for all international students across the University of Melbourne. Therefore, in Week 7, we held the International Student Sports Carnival (ISSC) where students will be given the opportunity to participate in various sports throughout the week. Through this event, we hope to encourage and inspire international students to adopt a healthier lifestyle by incorporating enjoyable sporting activities into their routine, which may help with better managing academic stress and overall physical and mental well-being.

2. Event Details

Date	:	Monday 2 nd September 2024 - Wednesday 4 th September 2024 (Week 7)
Venue	:	Nona Lee Sports Centre
Number of Attendees	:	106
Coordinators	:	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
Manpower	:	2 nd September 2024 (Monday) <ul style="list-style-type: none">- 09:00 – 11:00<ul style="list-style-type: none">○ 11 ISA<ul style="list-style-type: none">▪ 3 for registration▪ 4 for BBQ▪ 2 for Badminton West Stadium▪ 1 for Badminton East Stadium▪ 1 for Volleyball○ 1 OB- 11:00 – 13:00<ul style="list-style-type: none">○ 12 ISA<ul style="list-style-type: none">▪ 3 for registration▪ 3 for BBQ▪ 4 for Badminton West Stadium



- 1 for Badminton East Stadium
- 1 for Volleyball

3rd September 2024 (Tuesday)

- 14:00 – 15:00

○ 13 ISA

- 2 for registration
- 3 for BBQ
- 4 for Badminton East Stadium
- 4 for Table Tennis

○ 2 OB

- 15:00 – 16:00

○ 12 ISA

- 2 for registration
- 3 for BBQ
- 3 for Badminton East Stadium
- 4 for Table Tennis

○ 2 OB

4th September 2024 (Wednesday)

- 09:00 – 10:30

○ 8 ISA

- 3 for registration
- 3 for BBQ
- 1 for Basketball
- 1 for Futsal

○ 2 OB

- 10:30 – 12:00

○ 7 ISA

- 2 for registration
- 3 for BBQ
- 1 for Basketball
- 1 for Futsal

○ 2 OB

Budget : \$700

3. Event Overview

The ISSC, known as the International Student Sports Carnival, is designed for students to actively engage in sports (badminton, volleyball, table tennis, basketball and futsal). The purpose of this event is to promote the physical wellbeing of students as well as to encourage healthy sportsmanship. Students can bring their friends to participate this event in teams and can make new friends along



the way. This event is collaborated with Melbourne University Sport to allow more students to proactively participate in the event.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Aug 15 th	Meeting with Nicole (MU sport)	<ul style="list-style-type: none"> Discuss about expectation from both sides Marketing timeline Expected numbers of attendees 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
	Aug 19 th	Open registration	<ul style="list-style-type: none"> Open registrations for different sports and session (through qualtrix) 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
	Aug 22 nd	Meeting with Nicole (MU sport)	<ul style="list-style-type: none"> Allocate the participants Organising a food order 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
		Request ISAs	<ul style="list-style-type: none"> Complete HR ISAs request sheet 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
	Aug 29 th	Briefing	<ul style="list-style-type: none"> Briefing about the event to the ISA 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
	Aug 30 th	Close registration	<ul style="list-style-type: none"> Close the registration to finalise the allocation Create feedback form Send an allocation time to participants 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
	Aug 31 st – Sept 1 st	Send participants a reminder	<ul style="list-style-type: none"> A reminder email to participants regarding their allocated time 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
Event Day				
	Sept 2 nd	Run event (Badminton)	<ul style="list-style-type: none"> Set up registration area and badminton nets Run event (7x 30 mins sessions) 	PIC on day



		Run event (Volleyball)	<ul style="list-style-type: none"> Set up registration area and volleyball nets Run event (4 x 45min sessions) 	PIC on day
	Sept 3 rd	Run event (Table tennis)	<ul style="list-style-type: none"> Set up registration area and table tennis tables Run event (3 x 30 mins sessions) 	PIC on day
		Run event (Badminton)	<ul style="list-style-type: none"> Set up registration area and badminton nets Run event (3 x 30 mins sessions) 	PIC on day
	Sept 4 th	Run event (Basketball)	<ul style="list-style-type: none"> Set up registration area and basketball Run event (5 x 30 mins sessions) 	PIC on day
		Run event (Futsal)	<ul style="list-style-type: none"> Set up registration area Run event (4 x 30 mins sessions) 	PIC on day
Post event				
		Feedback	<ul style="list-style-type: none"> Collect feedback form 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM
		Report	<ul style="list-style-type: none"> Report 	Linda LIU Aerizqa Aisyah RAKHMADANI Jeasy CHHUN Cornellius SALIM

Pre-event

- Venue booking (Done by MU Sports)
- Request ISAs
- Request social media content from MnM
- Notify students through social media of time and location
- Create feedback form

Event Day

Event Flow - Day 1 (Badminton)

Time	Activity	Details	PIC
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9AM – 9:30AM	Set up	Set up nets, equipment and registration booth for the event	PIC on day
9:30AM – 10AM	Session 1	3 ISAs present to do timing. 2 for West Stadium, 1 for East Stadium	PIC on day
10AM – 10:30AM	Session 2	3 ISAs present to do timing. 2 for West Stadium, 1 for East Stadium	PIC on day
10:30AM – 11AM	Session 3	3 ISAs present to do timing. 2 for West Stadium, 1 for East Stadium	PIC on day
11AM – 11:30AM	Session 4	5 ISAs present to do timing. 4 for West Stadium, 1 for East Stadium	PIC on day
11:30AM – 12PM	Session 5	5 ISAs present to do timing. 4 for West Stadium, 1 for East Stadium	PIC on day
12PM- 12:30PM	Session 6	5 ISAs present to do timing. 4 for West Stadium, 1 for East Stadium	PIC on day
12:30PM- 1PM	Session 7 + Clean-up	5 ISAs present to do timing. 4 for West Stadium, 1 for East Stadium. The nets and shuttlecocks will be packed up to ensure area is clean	PIC on day

- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Event Flow - Day 1 (Volleyball)

Time	Activity	Details	PIC
9AM – 9:30AM	Set up	Set up nets, equipment and registration booth for the event	PIC on day
9:30AM – 10:15 AM	Session 1	1 ISA present to do timing	PIC on day
10:15AM – 11AM	Session 2	1 ISA present to do timing	PIC on day
11AM – 11:45AM	Session 3	1 ISA present to do timing	PIC on day



11:45AM – 12:30PM	Session 4	1 ISA present to do timing	PIC on day
12:30PM-1PM	Clean-up	Pack up nets and volleyballs to ensure area is clean	PIC on day

- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Event Flow - Day 2 (Badminton)

Time	Activity	Details	PIC
2PM – 2:15PM	Set up	Set up nets, equipment and registration booth for the event	PIC on day
2:15PM – 2:45PM	Session 1	4 ISA present to do timing	PIC on day
2:45PM – 3:15PM	Session 2	4 ISA present to do timing	PIC on day
3:15PM – 3:45PM	Session 3	3 ISA present to do timing	PIC on day
3:45PM – 4PM	Pack up	Pack up nets and shuttlecocks to ensure area is clean	PIC on day

- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Event Flow - Day 2 (Table tennis)

Time	Activity	Details	PIC
2PM – 2:30PM	Set up	Set up tables, equipment and registration booth for the event	PIC on day
2:30PM – 3PM	Session 1	4 ISA present to do timing	PIC on day
3PM – 3:30PM	Session 2	4 ISA present to do timing	PIC on day



3:30PM – 4PM	Session 3 + Pack up	4 ISA present to do timing. Pack up tables and balls to ensure area is clean	PIC on day
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- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Event Flow - Day 3 (Basketball)

Time	Activity	Details	PIC
9AM – 9:30AM	Set up	Set up registration booth and equipment for the event	PIC on day
9:30AM – 10:00AM	Session 1	1 ISA present to do timing	PIC on day
10:00AM – 10:30AM	Session 2	1 ISA present to do timing	PIC on day
10:30AM – 11:00AM	Session 3	1 ISA present to do timing	PIC on day
11:00AM – 11:30AM	Session 4	1 ISA present to do timing	PIC on day
11:30AM – 12:00PM	Session 5 + Pack up	1 ISA present to do timing. Pack up basketballs to ensure area is clean.	PIC on day

- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Event Flow - Day 3 (Futsal)

Time	Activity	Details	PIC
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9AM – 9:30AM	Set up	Set up registration booth and equipment for the event	PIC on day
9:30AM – 10:00AM	Session 1	1 ISA present to do timing	PIC on day
10:00AM – 10:30AM	Session 2	1 ISA present to do timing	PIC on day
10:30AM – 11:00AM	Session 3	1 ISA present to do timing	PIC on day
11:00AM – 11:30AM	Session 4	1 ISA present to do timing	PIC on day
11:30AM – 12:00PM	Pack up	Pack up futsal balls and nets to ensure area is clean	PIC on day

- Before playing, participants registered in the booth to make sure their attendance is checked in
- After each session ends, participants went to get the BBQs and were encouraged to scan the QR code and fill out the feedback form

Post Event

- At the end of each section, students are encouraged to fill in the Feedback Form by scanning through the QR code.
- Pack down

5. Reflections

Attendance

- Monday 2nd September: 53 participants
 - Volleyball: 13 participants
 - Badminton: 40 participants
- Tuesday 3rd September : 25 participants
 - Badminton: 15 participants
 - Table tennis: 10 Participants
- Wednesday 3rd September : 28 participants
 - Basketball: 15 participants
 - Futsal: 13 participants

6. Feedback

- 2nd September 2024
 - o Badminton

- Attendee satisfaction: 4.45/5
- Willingness to attend future sessions: 4.6/5
- Half of the people who registered attended the session
- A lot of walkins went for badminton throughout the event
- Request more ISAs to allocate the timing for each walkins
- Volleyball
 - Attendee satisfaction: 4.15/5
 - Willingness to attend future sessions: 4.31/5
 - Only a fifth of the people who registered attended the session
 - The court was mostly empty throughout the event
 - Most of the walkins went for badminton rather than volleyball
- 3rd September 2024
 - Badminton
 - Attendee satisfaction: 4.67/5
 - Willingness to attend future sessions: 4.67/5
 - Less than a sixth of the participants who registered attended the session
 - Like Monday, there were a lot of walkins
 - Table tennis
 - Attendee satisfaction: 4.6/5
 - Willingness to attend future sessions: 4.7/5
 - Only a quarter of the participants who registered attended the session
 - Like volleyball, table tennis was mostly empty throughout the event
 - Most of the walkins went for badminton rather than table tennis
- 4th September 2024
 - Basketball
 - Attendee satisfaction: 4.33/5
 - Willingness to attend future sessions: 4.66/5
 - Only a third of the participants who registered attended the session
 - Not all participants who registered as a group showed up during the event
 - There were not many walkins during the event
 - Futsal
 - Attendee satisfaction: 4.38/5
 - Willingness to attend future sessions: 4.54/5
 - Like basketball, only a third of the participants who registered attended the session
 - Not all participants who registered as a group showed up during the event
 - There were not many walkins during the event



Overall, the majority of participants have expressed their satisfaction with the event. Roughly half of the participants discovered this event through UMSUi's social media, while quarter of the participants heard about it through word of mouth. The other quarter heard through UMSUi's newsletter/website, MU Sports social media and the University of Melbourne's socials/websites/email. Among the students, three quarters of them are international students while the rest are domestic and exchange students. Moreover, half of the students are undergraduates while the other half are postgraduate students.

7. Suggestions

- All participants are required to provide their full name and student email when registering. This helps us verify participants and ensure smooth communication leading up to the event.
- Better communication between registration and time-keeping ISA and OBs should be established. We recommend ensuring all ISA's know their jobs and to constantly update the Messenger group chats regarding walk-ins and no-shows.
- It is better to do registrations online so everyone can see updated rosters instead of doing them using papers.
- Consider having a pre-registration system for walk-ins so we can better manage attendance.
- Advertise the event to be Melbourne University students only as it is sponsored by students.
- To minimize no-shows, it would be better for participants to be able to choose their preferred time slot during registration.
- Sending reminders closer to the event to help keep everyone informed.
- Many participants expressed that they would love to attend more events like this – wanting us to host similar events more frequently in the future
- Longer playing times have been frequently requested.
- Recommend that all teams confirm their full roster ahead of time and encourage teammates to show up.
- If participants show interest in other sports, we could have a system in place to redirect them to available activities to avoid under-utilized courts.
- For larger sports like basketball and futsal, we can **combine smaller, under-attended teams** on the day of the event.
- It would be helpful to consider a variety of sports, including suggestions such as soccer, pool, and darts.
- Provide more food during the event to allow students to relax while waiting

8. Budget

A total of **\$700** have been allocated for this event, and the total actual expenditure for this event is **\$462.15** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
Banner	1	87	87.00
Apricot nut bar	2	2.75	5.50
Peanut and almond nut bar	3	2.75	8.25
Honeycomb nut bar	14	2.75	38.50
Chocolate nut bar	17	2.75	46.75
Trail mix nut bar	7	2.75	19.25
Peanut butter & salted caramel nut butter bar	6	4.55	27.30
Peanut butter with milk chocolate nut butter bar	5	4.55	22.75
Strawberry & cream flavoured roasted nut bars	7	2.75	19.25
Peanut & cashew bar with milk chocolate drizzle	4	2.75	11.00
Potato chips	8	8.90	60.00
Boxed chocolates	3	11.00	33.00
Chocolate biscuits	11	1.70	18.70
Cookies and cream biscuits	19	1.70	32.30



Strawberry biscuits	18	1.70	30.60
Paper bags			2.00
TOTAL			462.15
SURPLUS			237.15

9. Conclusion

This concludes our report for the International Students Sports Carnival Report 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



ISA Recruitment August Intake 2024 Report

Central Committee Meeting #5 - Monday, 30th September 2024

1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2024 is divided into two parts: July Intake and August Intake. The purpose of the August Intake is primarily for the upcoming events before the start of the upcoming semester, as well as events conducted in 2025.

With regards to the August recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2024.
- Recruit around 35-45 ISAs out of 217 applications for the August Intake.
- To gain manpower for events during Semester 2, 2024 and Semester 1 2025.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2024.

3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			



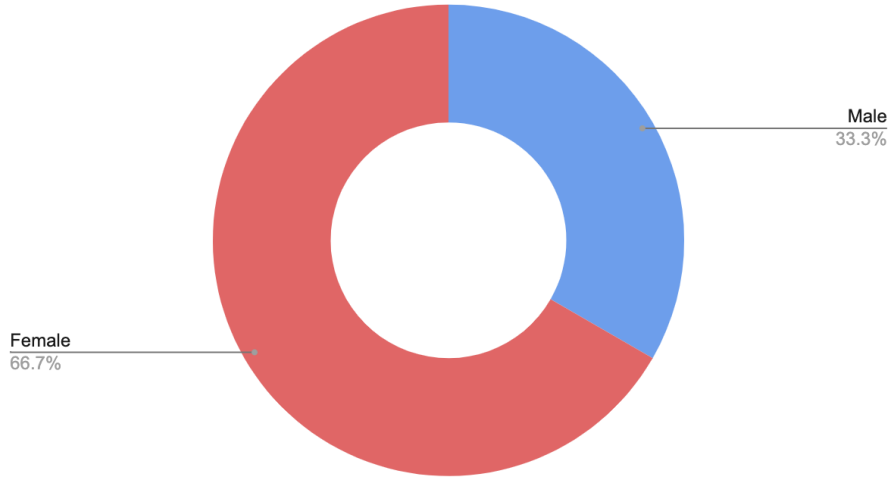
25/07/2024 - 03/08/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
Event Day			
04/08/2024 - 11/08/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
12/08/2024 - 15/08/2024	First round selection	First round selection includes filtering applications, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
16/08/2024 - 18/08/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
Post Event			
19/08/2024	Send Emails	Send out acceptance and rejection emails for candidates	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
22/08/2024	Big Day Out	A welcoming and induction event for ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

4. Application Results and Statistics (August 2024 Intake)

Out of 217 applicants, 99 candidates had attended the interviews. For the August term, the HR department has selected 43 ISAs. Here are the statistics of the ISAs:

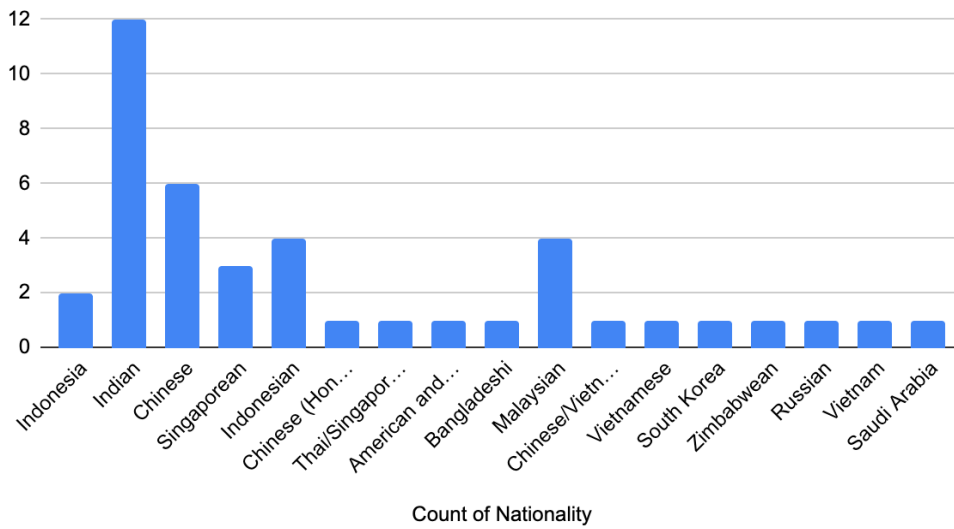
a. Gender

Count of Gender in ISA Program (August 2024 Intake)



b. Nationality

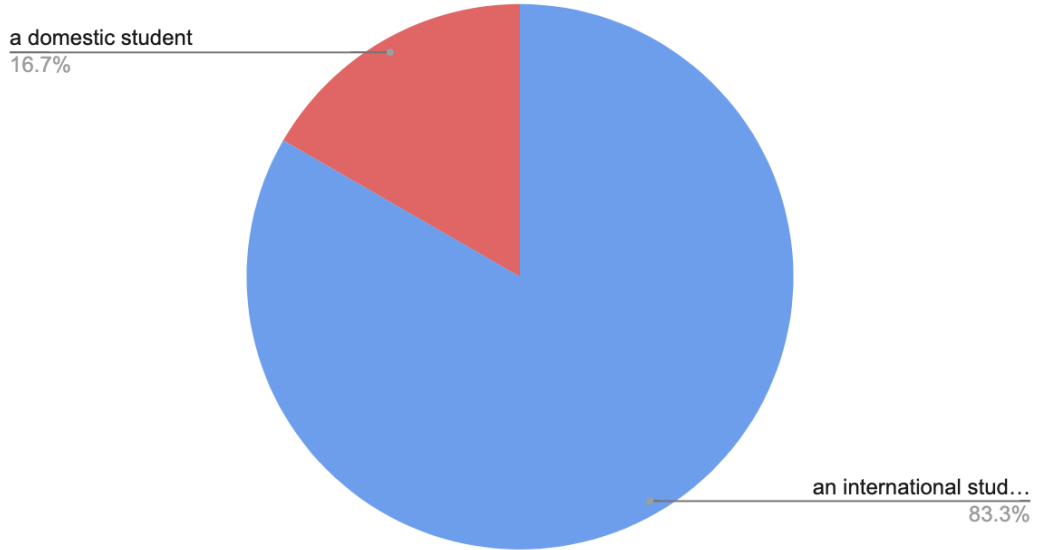
Count of Nationality in ISA Program (August 2024 Intake)



c. Student Status (Local/International Student)



Count of Student Status in ISA Program (August 2024 Intake)



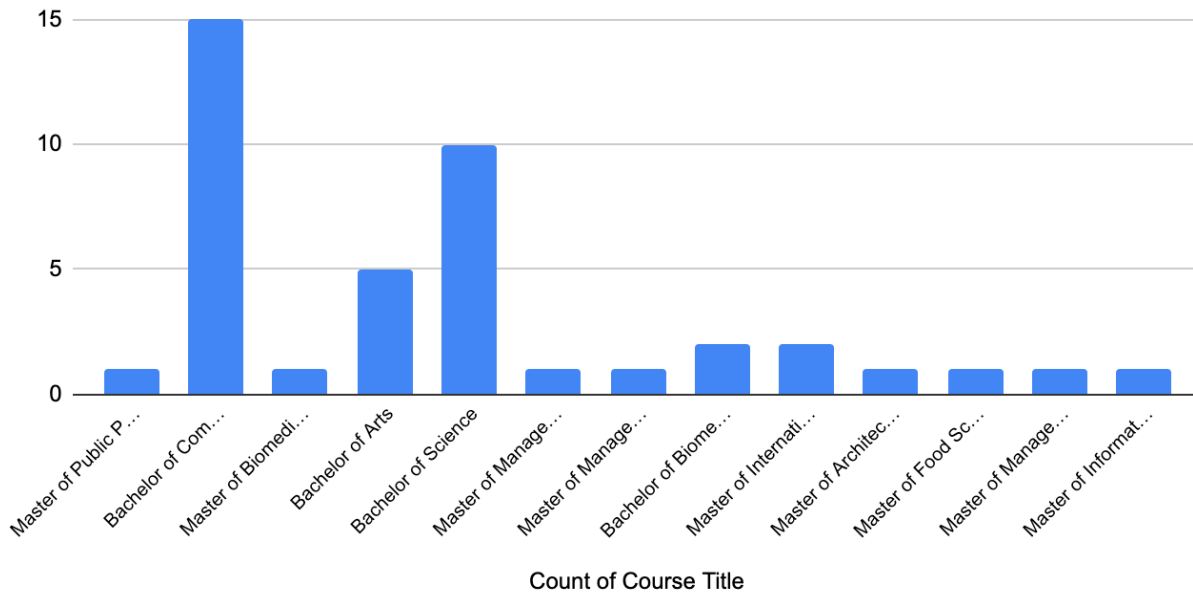
d. Onshore/Offshore

All of the ISAs recruited in this intake are onshore.

e. Course Title



Count of Course Title in ISA Program (August 2024 Intake)



5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$110**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	110	110.0	110.00
TOTAL			110.00	110.00



Surplus/Deficit	00.00
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6. Conclusion

This concludes our report for the ISA Recruitment August 2024 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Kayven Claus SATRIO
Human Resources Director 2024/2025
UMSU International



Sexual Health Week Sem 2 2024 Report

Central Committee Meeting #5 – Monday, 30th September 2024

1. Introduction

This report summarises Sexual Health Week 2024, which covers the period of Monday 16th of September to Friday, 20th of September. Sexual Health Week is a new event from the Welfare department that focuses on the sexual health of international students. Aimed to raise awareness amongst students, SHW gave away stickers, sexual health packs, and sexual health resources through a booth that was placed near the Brekkie booth. Also, a game of sexual health true or false was provided for students to learn more about this topic and win extra prizes.

2. Event Details

Date : Monday, 16th September 2024 [9.30am - 12.00pm]
Wednesday, 18th September 2024 [9.30am - 12.00pm]
Friday, 20th September 2024 [9.30am - 12.00pm]

Venue : In-person -- Gate 6 (Near the Brekkie booth)

Number of Attendees : 300 people over the course of 3 days

Coordinators : Aerizqa A. RAKHMADANI, Yuxuan LIU

Manpower : 2 Committee Members & 3 ISAs

Budget : \$117.63

3. Event Overview

SHW consisted of one game in a booth beside the Brekkie stall, wherein students can test out their knowledge and learn more about Sexual Health. The game held was a true or false game, where students pick a random question through the spin-the-wheel spinner. If students get 3 questions right, they receive a prize. Additionally, we gave away free stickers along with the sexual health packs.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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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	- 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
- Request ISAs
- Make the true or false statements
- Get the spinner and prizes from HPP
 - Numbers on the spinner and their indicated prizes

Event Day

- Set up marquee and supplies (tables, the wheel, the prizes and sexual health packs)
- Make sure goodies are okay

Event Flow

Time	Activity	Details	PIC
9.00am - 9.30	Set up	- Set up marquee - Prepare gifts	Yuxuan Liu, Aerizqa A. RAKHMADANI
9.30 - 12.00	Run event	- Play the games - Have some ISAs promote too	Yuxuan Liu, Aerizqa A. RAKHMADANI



Post Event

- Collect feedback from attendees
- Pack up

5. Reflections

Attendance

- There was no actual way of calculating how many students attended, however, over the course of three days, all sexual health packs (300 packs) were given away. Thus, it can be concluded that we reached the attendance goal, with more than 300 students having attended the event.

6. Feedback

1. Attendance

- 58 students filled out our feedback form
- 79% (46/58 students) are international students, 21% (12/58 students) are domestic students
- 34/58 of the attendees are graduate students
- 23/58 of the attendees are undergraduate students
- Monday was the most popular for students, followed by Friday, and then Wednesday, with 40% of our event attendees from Monday.

2. Channels

- 29 of the attendees indicate they find out our event through “UMSUI social media”
- 19 of the attendees indicate that they find out about our event through “Others”. We recommend giving them a space to put down their answer regarding to “Others”
- 7 of the attendees indicate that they find out about our event through UMSU newsletter/website
- 7 of the attendees indicate that they find out about our event through word of mouth
- 5 of the attendees indicate that they find out about our event through UMSUI newsletter/website

3. Event Satisfaction

- Attendees give an average 4.57 out of 5 ratings for the overall event satisfaction
- 88% (51 students) are very satisfied with the event (rating of 4/5)
- 11% (7 students) students rate the event with average satisfaction
- 95% (55/58 of the students) indicated they learnt something useful regarding to sexual health

4. Future events



- 88% (51 students) indicate that they are very likely to attend future events similar to this (rating of 4/5)
- 11% (7 students) indicate they are unlikely to attend future events similar to this

7. Suggestions

- Gate 6 is a good place for the event to gain exposure, recommend booking a backup venue for weather contingency plan.
- Stickers were a good attraction for students, make sure to continue working closely with MnM to work on event promotion.
- Ensure that we continue providing students with a fun activity and provide other gifts aside from the actual sexual health packs to make sure students will want to come.
- Most students who came did not speak fluent English. Thus, instead of having hard and tricky questions, try to make easier, base-level questions. A lot of students were very confused about what some terms meant (i.e. pulling out, PrEP, etc), which could gauge what kind of questions could be made next time. We recommend having a staff from HPP to explain the terms to students or pull up google translations if needed. Make sure to execute events aiming to educate students on sexual health knowledge that they were unaware of.
- Continue working with HPP. They were very enthusiastic, helpful, and provided us with many prizes and resources.
- Having the event simultaneously happen along with Brekkie helped with the foot traffic. After Brekkie ended, there wasn't an influx of new students coming. Thus, we suggest continuing having SHW along with Brekkie with an extra 30 minutes after. Though, be mindful of set-up briefings to ISAs and OBs to make sure both events run smoothly.

8. Budget

A total of **\$750** have been allocated for this event, and the total actual expenditure for this event is **\$117.63** with the breakdown as listed below:

Design	Type	Link	Quantity	Price
Cherry	2" Vinyl	https://vograces.com/products/custom-die-cut-stickers?variant=37297089380517	10 (100)	24.45
Banana	1.5" Vinyl	https://vograces.com/products/custom-die-cut-stickers?variant=37297089380517	10 (100)	17.47



Peach	1.5" Vinyl	https://vograce.com/products/customer-die-cut-stickers?variant=37297089380517	10 (100)	17.47
Capybara	2" Vinyl	https://vograce.com/products/customer-die-cut-stickers?variant=37297089380517	10 (100)	24.45
Stay safe	2" Vinyl	https://vograce.com/products/customer-die-cut-stickers?variant=37297089380517	10 (100)	24.45
Shipping costs	Standard	https://vograce.com/products/customer-die-cut-stickers?variant=37297089380517	1	9.34
TOTAL			50 (500)	117.63
SURPLUS				\$632,37

9. Conclusion

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

Prepared by,

Aerizqa Aisyah RAKHMADANI, Yuxuan LIU

Welfare Department 2024/25

UMSU International



Buddy Up: Charms & Chats 2024 Report

Central Committee Meeting #5 – Monday, 30th September, 2024

1. Introduction

This report summarises Buddy Up: Charms & Chats 2024, which was held on Thursday 12th September, 2024. The UMSUi Welfare Department held a keychain-making event, cupcakes, 'How are you feeling' jars and whiteboard. The aim of the event was to create a space for students to create connections and engage in meaningful conversation. We aimed to help international students become more aware of mental health topics and will help them feel more comfortable navigating conversations on the subject.

2. Event Details

Date	: Thursday, 12 th September 2024 [11am-2pm]
Venue	: Room 202, Building 168
Number of Attendees	: 22 registered + 30 walk-ins
Coordinators	: Yuxuan LIU, Aeri RAKHMADANI, Isabelle Hung Ching HII, Kathryn WANG, Qawiemah MATAKIM LEONG
Manpower	: 8 committee members + 21 ISAs (including coordinators which consists of 5 Committee Members)
Budget	\$1500

3. Event Overview

Buddy Up: Charms & Chats 2024 included a keychain making workshop, and a board and jar station where participants could add their answer to the question "How are you feeling today?". These were held in room 202 of building 168. Participants came in during their allocated time slots or were walk ins and participated in either or both the keychain making workshop and the board and jar station. This event was originally a collaboration with the Health Promotion Program (HPP) for R U OK Day but was changed to an independent UMSUi Welfare Buddy Up event at the last minute due to unforeseen circumstances.

4. Event Timeline

Wk	Date	Activity	Descriptions	PIC
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#				
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	- Writing proposal	Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
5		Supplies order	- Place order for keychain making supplies, jar and cupcakes	Isabelle Hung Ching Hii, Kathryn Wang, Yuxuan Liu
		Ticketing	- Collaboration with uni on Cvent platform	Yuxuan Liu, Kathryn Wang
		Request ISAs	- Ask HR for ISAs	Jasmine Matakim Leong
6		Feedback forms	- Create feedback forms for the event	Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong
Event Day				
8	12 th Sept	Run event	- 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	- Gather feedback from participants after event/each	Yuxuan Liu, Aeri Rakhmadani, Isabelle Hung Ching Hii, Kathryn



			session	Wang, Jasmine Matakim Leong
9	20 th Sept	Report	-	Isabelle Hung Ching Hii, Kathryn Wang, Jasmine Matakim Leong

Pre-event

- Ordered materials required for keychain making
- Ordered cupcakes from Cupcake Central
- Ordered 'R U OK?' cupcake flags from R U OK
- Ordered jar and stationaries
- Request MnM for help (photography)
- Requested ISA
- Made decorations
 - Ribbon garlands
 - Decorated plates to hold beads
 - Decorated "how are you feeling today" jar

Event Day

- ⊘ Keychain making workshop
 - Set up supplies
- ⊘ "How are you feeling today" board and jar
 - Set up board and jar
- ⊘ Set up decorations

Event Flow

Time	Activity	Details	PIC
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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 and setting up of decorations	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

- Collected feedback from attendees
- Pack up



Reflections

Attendance

- We held three sessions with a cap of 20 registrations and 10 walk ins per session
- Due to a change in location from Market Hall Room G13 to Room 202 in Building 168, most of those registered did not show up, likely due to the last-minute venue change caused by the event's rebranding. Only about 20 of the 60 registered participants showed up.
- However, we had a lot of walk-ins which made up for these absences. Most of the participants were walk-ins
- Registered participants were notified of the change via email, but many did not realise the change in location. A few OBs went to Market Hall to guide registered participants to the new venue, but this was difficult as it was not obvious who was looking for the event. They were able to redirect a few participants
- The board and jar station were well received attention as many participants engaged with the station

Keychain-making supplies

- A good variety of beads were ordered from Amazon with the transparent glaze being particularly popular
- Though some orders had to be omitted due to late arrival date
- Many students were not done making their bracelets at the end of the event, so many of them brought home some beads and strings to continue their project in their own time. This is due to the rebranding, so we anticipated fewer participants and opted for a flexible schedule without strict time constraints. However, some attendees arrived just as the event was ending, which limited the time available for them to fully complete their bracelets on-site.
- Beads were placed on decorated plates placed on tables for participants
- Participants eventually started to look through the bead boxes as they could not find their desired beads, leading to the bead boxes being passed around the room

Board and jar supplies

- The order for the jar was cancelled last minute by Amazon, so we had to order and pick-up from Big W
- There was a surplus of sticky notes when the event finished
- The jar was still quite empty by the end of the session, and it seemed that the board was more popular and so was fuller as well
- This was likely due to the already anonymous nature of the sticky notes on the whiteboard, which removed the need for people to put their sticky notes into an anonymous jar
- There were no incidents this session, but it would be good to have an ISA or OB monitor the responses on the board, so that there is nothing inappropriate being posted



Cupcakes

- The cupcakes from Cupcake Central were well received but did not finish due to the lower-than-expected turnout, which was a result of the rebranding and reduced foot traffic at the new venue.
- Good variety of flavours and catered to vegan and gluten-free dietary requirements
- Had delivery to campus
- Due to the rebranding, the 'R U OK?' flags were not used and cupcakes were given out as is

Rebranding

- Was originally planned as a collaboration with HPP. However, due to unforeseen circumstances, our event was run independently and was rebranded as Buddy Up: Charms and Chats 2024
- Participants were notified of the rebranding via email and the UMSUi Instagram

Support resource sheet

- Was a printed sheet stuck around the room with QR codes directing participants to webpages, including UniMelb resources such as the CAPS webpage and non-UniMelb resources such as a list of 24/7 mental health services
- Was made with the idea that having a central resource would make finding the necessary support easier and less overwhelming
- Unsure how this was received as the engagement with this sheet was not collected or measured

"How to" QR code sheet

- This was a printed poster with QR codes leading to videos with instructions. There was also images of inspiration on the poster that people could refer to
- This was made with the idea that people could use either the inspiration or the instructions in order to get started
- However, quite a few participants ended up asking ISAs and OBs for help with how to start the keychain and looked surprised when the QR code poster was pointed out. Perhaps it was not obvious enough or clear enough.

5. Feedback



- There was an unanimously positive consensus from participants, with averages above 4.9 for both their satisfaction with the event and likelihood of attending a similar event in the future
- The most enjoyable aspect with the highest amount of votes was actually the cupcakes, with key-chain making at a close second
- This is likely because due to us combining the keychain making session and the “how are you feeling whiteboard”, quite a few of the participants there actually did not partake in the keychain making, and thereby resulting in cupcakes having the most popular vote
- A number of people also enjoyed the atmosphere and music selection
- Most participants gave positive feedback and stated no changes, but some commented on the cupcakes being too sweet, the room being too warm, and the room size as well
- Most participants also found the length of time to be good, but some asked for it to be extended

6. Suggestions

Participation

- If possible, it would be good to accommodate for more people as it was definitely a popular event and students really enjoyed it
- This would mainly be an issue of venue size, as the supplies itself are not too expensive and can go a long way
- Would also be good to place more emphasis on meeting and talking to new people
- Can get ISAs to float around and try to start conversations between students
- The allocated one-hour session was also a decent amount of time, with feedback indicating that a few participants thought a bit more time would be nice too
- Though many participants stayed longer than their allocated 1-hour sessions as this timing was not regulated very strictly on the day

Craft supplies

- Check delivery time so that we don't have to omit purchases last minute due to the predicted delivery time being AFTER the actual event
- The candy-coloured acrylic beads with a transparent glaze were the most popular so we could potentially order more next time
- Check in advance for any leftover supplies from previous events, such as sticky notes, to avoid overbuying and ensure we use resources efficiently.
- Could potentially look into separating the beads beforehand into piles as it was quite time consuming on the day to go around to each table and put beads from each box onto the plates
- As many students brought home some keychain making supplies and had to use random items (such as gloves to give out the cupcakes) to hold these supplies. Perhaps future events could have small containers on standby to make it easier for participants to keep their supplies



- The lobster clasp keychain closure was more popular than the keychain split rings closure and eventually ran out before the event ended. Potentially ordering more of the lobster clasp keychain closure could supply the greater demand for it

Cupcakes

- Cupcakes were also quite sweet, so for next time we could potentially look into finding an Asian based dessert vendor who would adhere to the Asian standard of “not too sweet”
- Due to circumstances beyond our control, including the change in venue and reduced foot traffic, we found ourselves with approximately 50 leftover cupcakes, which were then given away as part of International Brekkie the next morning so a venue with higher foot traffic would be more ideal.

ISA allocation

- Although the main reason there were too many ISAs was because of the last-minute venue change, and the combination of two initially separate activities (keychain making session and the “how are you feeling” whiteboard), we ultimately ended up having too many ISAs in an already busy and limited room
 - This made movement difficult and made the space feel even more cramped, and affected the chill atmosphere to a small extent
 - Moreover, other than setting up or occasional queries from the participants, not much input or participation was required of the ISAs during the actual session
 - So, for future reference, limiting the number of ISAs would be good

Feedback Form

We received only 20 responses, despite our efforts to encourage more participation. It appears that some individuals scanned the QR code but didn’t complete the form. To improve engagement, it would be more effective to require attendees to fill out the form before distributing the cupcakes.

7. Budget

A total of **\$1500** had been allocated for this event, and the total actual expenditure for this event is **\$1054.05** with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
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Bracelet making supplies and Stationaries (Amazon)	1	\$87.37	\$87.37	\$197
Cupcakes (Cupcake Central)	1	\$825	\$825.00	\$825.00
'R U OK' Cupcake Flags (R U OK Store)	8	\$103.79	\$103.71	\$80
Miscellaneous (Decorations + Jars)	1	\$37.97	\$37.97	\$200.00
TOTAL			1054.05	1500
Surplus			445.95	

8. Conclusion

This concludes our report for Charms & Chats 2024. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress. The event concept of asking “how are you feeling today” also successfully encouraged students to share their feelings, fostering an open space where one could engage in mental health conversations in a supportive environment. Furthermore, the addition of the decorations added an extra charm and welcoming atmosphere to the space. There was much anticipation and sign up for the event, but the eventual turnout was impacted by the sudden unforeseen change in location. We hope that future similar events experience a smoother planning process and experience better turnout, while also adopting similar successful ideas from this years Charms and Chats.

Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

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Isabelle Hung Ching HII

Kathryn WANG

Welfare Department 2024/25

UMSU International



6. Other Business

- Introductions
- [Working with PnS](#)
- UMSU International Awards
- Adding EXCO on Facebook
- Jess's segment
- Committee Photoshoot

7. Next Meeting

CCM #6

Date : Monday, 14th October 2024 (17:30)

Venue : Latham Theatre (102), Redmond Barry