

Agenda

Emergency Central Committee Meeting #1 – Tuesday, 4th February 2025

Time : 16:15

Venue : Zoom

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 #6

4. Proposals

- 4.1. **SurveyMonkey Subscription Proposal**
- 4.2. **Beyond Borders Proposal**
- 4.3. **International Student Survey Sem 1 2025 Proposal**
- 4.4. **Employability Summit Sem 1 2025 Proposal**
- 4.5. **International Brekkie Sem 1 2025 Proposal**
- 4.6. **Buddy Up Sem 1 2025 Proposal**
- 4.7. **Food Adventures Sem 1 2025 Proposal**
- 4.8. **Summerfest Giveaway Sem 1 2025 Proposal**

5. Other Business

5.1. CCM Availability Poll

6. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #6 – Monday, 14th October 2024

Time : 17:30

Venue : Latham Theatre, Redmond Barry

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 #5

4. **Proposals**

- 4.1. UMSU International Merchandise Sem 2 2024 Proposal
- 4.2. OB Jacket Merchandise Sem 2 2024 Proposal
- 4.3. Central Committee Bonding Dinner Sem 2 2024 Proposal

5. **Reports**

- 5.1. International Hangout Sem 2 2024 Report

- 5.2. Meet and Greet & Mini Carnival Sem 2 2024 Report
- 5.3. Co-Options 2024 Report
- 5.4. Get Certified Sem 2 2024 Report
- 5.5. Personal Finance Workshop Sem 2 2024 Report
- 5.6. International Expo Sem 2 2024 Report

6. Other Business

- 6.1. Announcing and finalizing changes to committee roles (Jess and Zhao He)
- 6.2. UMSU International Awards
- 6.3. ISA Hours Task Sheet
- 6.4. Friendly Reminder
- 6.5. Committee Photo

Attendance and apologies

- ☐ Attendance – 36 members

Leaving Early with Apologies

Directors: Kayven SATRIO

Officers: Suhas AGRAWAL, Kaelyn MIRANDA, Jasmine LOW

Absent with Apologies

Officers: Qawiemah LEONG

Motion 1

Move that **Standing Orders** be adopted for **CCM #6** at 5:**36PM**

Mover : Kayven SATRIO

Secunder : Ella LIANG

Motion Carried.

Motion 2

Move that the **minutes of CCM #5 be accepted and confirmed as a true and accurate record.**

Mover : Kaelyn MIRANDA

Seconder : Suhas AGRAWAL

Motion Carried.

Motion 3

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

Mover : Winnie LAO

Seconder : Ashley OETOMO

Motion Carried.

Motion 4

Move that the **OB Jacket Merchandise Sem 2 2024 Proposal** be accepted.

Mover : Vinaya WIHARSA

Seconder : Alyssa RESWARI

Motion Carried.

Motion 5

Move that the **Central Committee Bonding Dinner Sem 2 2024 Proposal** be accepted.

Mover : Irina ANANDA

Seconder : Shreeyukta ADHIKARI

Motion Carried.

Motion 6

Move that the **Central Committee Bonding Dinner Sem 2 2024 Proposal** be accepted.

Mover : Irina ANANDA

Seconder : Shreeyukta ADHIKARI

Motion Carried.

Motion 7

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

Mover : Tiffany AUYEUNG

Seconder : Zhao He KOK

Motion Carried.

Motion 8

Move that the **Meat and Greet & Mini Carnival Sem 2 2024 Report** be accepted.

Mover : Xin Huai LEE

Seconder : Raunak RAGHAVAN

Motion Carried.Motion 9

Move that the **Co-Options 2024 Report** be accepted.

Mover : Minh Daht NGUYEN (Damian)

Seconded : Chloe LIN

Motion Carried.Motion 10

Move that the **Get Certified Sem 2 2024 Report** be accepted.

Mover : Isaac HII

Seconded : Ella LIANG

Motion Carried.Motion 11

Move that the **Personal Finance Workshop Sem 2 2024 Report** be accepted.

Mover : Shamika SHARMA

Seconded : Shruthi PRABHUSHANKAR

Motion Carried.Motion 12

Move that the **International Expo Sem 2 2024 Report** be accepted.

Mover : Aerizqa RAKHMADANI

Seconded : Korakot SAINGAM (Kayden)

Motion Carried.

Other Business

- Announcing and finalizing changes to committee roles (Jess and Zhao He)
- UMSU International Awards
- ISA Hours Task Sheet
- Friendly Reminder
- Committee Photo

Motion 13

Move that **Standing Orders** be suspended at **6:34M**

Mover : Yuxuan LIU

Seconded : Raunak RAGHAVAN

Motion Carried.

Motion 14

Move that **CCM #6** be adjourned at **6:34PM**

Mover : Cornelius SALIM (Cornel)

Seconded : Isabelle HII

Motion carried.

Prepared by,

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

UMSU International

SurveyMonkey Subscription Proposal

Emergency Central Committee Meeting #1 – Tuesday 4th February 2025

1. Introduction

SurveyMonkey is an effective tool that has been used by the HR department since 2022 in both ISA recruitment and ISA acceptance form when they passed the interview stage. The platform allows the HR department to better manage the ISA program and is ethically approved by UMSU. SurveyMonkey also has a mobile app to allow the HR department to monitor the application progress efficiently.

2. Objectives

- Renew our one-year subscription.
- To be able to continue to use the platform in February, March, July and August ISA application.

3. Event Details

Date	Saturday, 22nd February 2025
Venue	Online
Coordinators	Kayven Claus SATRIO
Manpower	1 Committee Member
Budget	\$384

4. Event Overview

Renew the SurveyMonkey Subscription.

5. Budget

A total of **\$384** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
SurveyMonkey Subscription Fee (1 year)	1	384	384
TOTAL			384.00

6. Conclusion

This concludes our proposal for the SurveyMonkey Subscription. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Kayven Claus SATRIO
Human Resources Director 2024/25
UMSU International

Emergency Central Committee Meeting # 1 – 4th February 2025

1. Introduction

The new school year has begun, we are welcoming a new group of international students to campus. To support these students as they settle into university life, we are excited to host an orientation event titled *Beyond Borders: Navigating Your University Journey*. This event aims to address common challenges faced by international students through three key segments:

1. Finding Accommodation and Understanding Rental Laws

In collaboration with UMSU Legal, we will host an engaging trivia session to provide insights into rental laws and tips for securing accommodation.

2. Essential Student Tips and Resource

Our team will deliver a presentation covering vital information on university services, popular study spots and restaurants, transportation options, as well as opportunities for socializing and networking.

3. Insights from Senior Students

A panel discussion -- featuring senior students -- will offer practical academic advice and share their personal experiences to help newcomers navigate their studies successfully.

2. Objectives

This event aims:

- To facilitate a smooth transition for international students
- To enhance awareness of accommodation and rental laws by educating students on their rights and responsibilities as renters
- To introduce important university services and resources
- To offer peer-led academic guidance

3. Event Details

Date and Time	: Thursday, 6 th March 2025 (14.00- 16.00 pm Melbourne Time)
Venue	: Market Hall
Number of Attendees	: 80 - 100
Coordinators	: Linda LIU, Tiffany AUYEUNG, Momoka HONDA, Chloe LIN

Manpower : 4 Committee Members, 6 ISAs

Budget : \$1000

4. Event Timeline

Date	Activity	Descriptions	PIC
December 9, 2024	Open Teamwork	Contact CME	Linda
January 13, 2025	Make Proposal	Drafting the proposal and planning the event flow	Tiffany
January 14-24, 2025	Make a draft of guidebook and/or ppt slides	Prioritize making the slides then if topic needs to be more specified then we can add it in the guidebook	Edu Officers
January , 2025	Present Proposal	Present final proposal at eCCM	
January 20, 2025	Contact Panelists	Contact guests who will be the speakers. (Seniors from different faculties: Commerce, Science, Medicine, Arts, Architecture)	Linda & Tiffany
January 20, 2025	Contact Umsu Legal	Prepare Trivia Questions and Brochure	Momoka
January 27 , 2025	Contact M&M	Contact M&M to help out for publicity	Momoka
January, 27, 2025	Ticket Registration	Organize ticket registration with CME through TeamWork	Tiffany
February 3, 2025	Request ISAs	Requests 6 ISA with HR	Chloe
February, 5 2025	Create Feedback Form	Create feedback form questionnaire, print QR code	Chloe
February, 24 2025	Inform Panelists	Supervise the panelists with the event flow (Online)	Linda & Tiffany
Event Day			Tiffany, Chloe, Momoka
	Set up the Venue	Bring the catering	

March 6, 2025	Pick up Catering	Pick up food and drinks from the restaurants	
	Inform Panelists and ISAs	Briefly supervise the panelists and ISA with the event flow (30 mins before the event)	

Pre-event

- Sort out whether we wish to pay speakers and how much so if we are.

Event Flow

Time	Activity	Details	PIC
First session (30 minutes)			
14:00-14:05	Introduction	Acknowledgement of country, introduce the speakers, UMSU International and the event	
14.05- 14.35	UMSU Legal - Isabelle	Trivia about accommodation	Momoka
Break (5 minutes)			
Second session (45 mins)			
14:40- 14:50	Student Services Part 1: Stop 1, Academic Skills	Introduce all services from Stop 1 Introduce services from Academic skills such as Writing advice appointments	
14:50-15:00	Student Services Part 2: Library, Career services	Introduce how to use library resources such as paid research sites Introduce how career services extend their support such as resume checking, applying for internships	
15:00-15:05	Restaurants and Study	Recommend restaurants	

	Spots	around Unimelb, promote food social media pages Study spots in University Libraries and outside of Uni	
15:05-15:15	Health Services	Unimelb Clinic, Special Consideration, OSHC Talk about Special Consideration process	
15:15-15:25	Socializing & Networking	Importance of study groups and joining clubs and events Promote the UMSU website for attendees to browse through all sorts of clubs offered in Uni	
Break (10 mins) - Serve snacks			
Panel Discussion w/ Seniors			
15:30-16:00	Panel Discussion	Divide the attendees into groups based on faculties and the Seniors will discuss the questions presented on the projector	Tiffany

5. Budget

A total of **\$1000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Gift Vouchers for Senior speakers	10	25	250
Snacks and drinks	80		400
Prizes for Trivia	3-5	40-65	200
Event Banner	1	85	85

Miscellaneous	1		65
TOTAL			1000

6. Conclusion

This concludes our proposal for the Beyond Borders Proposal 2025. Please contact the Education Department if you have queries.

Prepared by,

Tiffany AUYEUNG
Education Department 2024/25
UMSU International

International Student Survey Sem 1 2025 Proposal

E- Central Committee Meeting #1, 4th February 2025

1. Introduction

The International Student Survey will be conducted throughout Semester 1, 2025 (March-May). This survey aims to obtain suggestions, opinions and comments on the overall experience of international students. This survey will act as a guideline for us, as well as the university, to better understand the needs of international students.

2. Objectives

This survey aims to:

- Quantify and study the awareness level of international students in regards to UMSU International.
- Investigate the academic difficulties faced by international students.
- Identify social issues that are of paramount concern in regard to the overall welfare of international students.
- Study the health and safety status of international students.
- Examine the perception and experiences of international students in regard to current and future employment.
- Highlight and raise awareness of services that are provided or made available to students within the university.

- Identify services required by international students that are unavailable upon completion of data collection.
- Attend to changes international students might suggest.

3. Event Details

Date	: March-May 2025 (Week 4-8)
Venue	: South Lawn and McFarland Court (in-person promotions)
Number of Survey Respondents	: 1,500+
Coordinators	: Linda LIU, Tiffany AU YEUNG, Momoka HONDA, Olivia LIN
Manpower	: 10 Committee Members & 24 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$7,500

4. Event Overview

The International Student Survey (ISS) will be open for students to fill out from week 4 to week 8 of Semester 1, 2025. The ISS includes the completion of an online survey, which will be distributed to students through a link to university emails or can be completed with the help of on-campus ISAs during the event duration. Throughout the entire ISS period, on-campus promotions will also be executed to raise awareness regarding the survey.

5. Sections of Survey (TBC)

- General Information (pertaining to student details)
- University and Academic Experience
- Graduate Student Experience
- Work and Employment
- Financial Situation
- Accommodation
- Health, Safety and Inclusivity
- UMSU International Awareness and Perception

6. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	1 st February	Proposal	Prepare & present proposal in eCCM	Yuxuan Liu, Olivia
	5 th February	Kick-off meeting with Event Team	Discuss relevant information with CME Event team	Yuxuan Liu
2	15 th March	Survey Questions	Finalize survey questions	Yuxuan Liu, Tiffany
3	TBC	ISS Briefing (ISAs+ Committee Members)	Briefing on the objective of ISS, how to phrase the survey and highlight on incentives	Yuxuan Liu, Olivia
Event Day				
4	24 th March	Survey Commencement	Send out survey link to student emails	Yuxuan Liu, Tiffany

4	25 th March	Gather Volunteers	Gather up ISAs and committee members for on-campus promotions	PIC
4	25 th March	In-Person Promotions	Begin in-person promotions and on-site filling out of forms	Yuxuan Liu, Tiffany, Olivia, Momoka
8	2 nd May	End of Survey	Close survey from all respondents	Yuxuan Liu, Tiffany
Post Event				
-	April 24, 2024 - Winter Break	Preliminary Analysis	Analyze survey responses and start building report	Yuxuan Liu, Tiffany, Momoka, Olivia
10	May 4, 2025	Collection of Giveaway Prizes		Yuxuan Liu, Tiffany
12		Finalize Report		Whole education team
-	June 22, 2025	ISS Final Report	Publication of ISS final report	Yuxuan Liu, Tiffany

7. Prizes (Brands TBC)

Item	Quantity
iPad	2
Vaccum	2
Noise canceling headphones (eg. Sennheiser, Bose, Sony)	3
Blender	3
Power bank	5

\$25 Woolworth or Prezzy gift card	50
\$5 coffee or boba gift card	500

8. Budget

A total of **\$7,500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
iPad	2	590	1180
Headphones	3	200	600
Vaccum	2	450	900
Blender	3	120	360
Powerbanks	5	75	375
JB Hi-Fi Delivery	1	30	30.00
Gift card	50	25	1250
Coffee Gift Cards (House of Cards, Carte Crepes)	500	0	0.00
Typeform Subscription	2	99	198.00
Snacks – Smith's Snack Mix	30	7.5	225
Snacks – Cadbury Boxed Chocolate	50	15	750
Snacks – Oreo Minis	30	7	210
Other promotional materials	/	300	300
Miscellaneous	1		1122
TOTAL			6,378

9. Conclusion

This concludes our proposal for the International Student Survey Proposal 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Yuxuan Liu, Olivia Lin

Education Department 2024/25

UMSU International

Employability Summit Sem 1 2025 Proposal

E- Central Committee Meeting #1 – February 4th, 2025

1. Introduction

Employment is a key theme many students struggle to gain a complete understanding of. Though the university provides many tools and resources to mediate this issue, international students often feel overwhelmed with the degree of uncertainty that comes with employability.

To take on this challenge, we plan to organize an “Employability Summit”. This event will include informative sessions where students can gain knowledge regarding Melbourne’s employment market. Moreover, we will also have networking sessions with businesses, recruitment agencies and speakers. During this session, students will be able to put what they’ve learnt from the informative sessions into practice.

2. Objectives

This event aims to:

- Mediate international students’ struggles with feelings of stress and worry that comes with employment
- Inform international students regarding Melbourne’s employment opportunities
- Provide a platform where international students can network and directly reach out to experts

3. Event Details

Date	: Friday, 11 th April 2025 (11.00-14.00 - Melbourne time)
Venue	: Melbourne Connect
Number of Attendees	: 500
Coordinators	: Linda Liu, Tiffany Auyeung, Chloe Lin, Pavitra Ravi, Irina Ananda
Manpower	: 8 Committee Members & 16 ISAs
Budget	: \$ 10,000

4. Event Overview

Recognizing the intricate challenges faced by international students in securing employment in Australia, the employability summit is envisioned as a comprehensive solution, addressing the nuances of the job market and facilitating practical connections.

The summit's focal point will be informative sessions designed to provide a nuanced understanding of Melbourne's employment market. By delving into the complexities and trends with technology, we aim to equip our fellow students with a strategic advantage in their career pursuits. Beyond theoretical knowledge, the summit will feature networking sessions and a panel discussion focused on soft skills, offering a unique platform for interaction with businesses, recruitment agencies, and distinguished speakers; as well as building up an essential toolkit in the career readiness of fellow students.

The summit will also feature a LinkedIn photo booth which aims to enhance the professional profiles of our attendees. We will be inviting professional photographers to the event, to offer participants the opportunity to capture high quality and industry appropriate headshots that can be integrated into their LinkedIn profiles. This aims to empower our international students with a polished and impactful online presence further contributing to their career advancement.

Employability Summit aspires to foster a supportive community for international students. By providing a platform for shared experiences and collaborative growth, the summit seeks to establish enduring connections that extend beyond this event, hence a networking session will be held before the conclusion of the event.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	December 2024	Event Budgeting	Planning out budget for the event	Linda and Tiffany

-	January 2025	Ethical Registration for companies	Sending list of companies for ethical registration	Linda and Tiffany
-	January 2025	Venue booking (Melbourne connect + Catering)	Rooms at Melbourne Connect will be booked for the event	Linda
-	February 2025	Submission of proposal	Preparing proposal to be presented at the e-CCM	Irina
-	January 2025	Contact Companies	Reaching out to companies about our event Inviting them to be in the company booth section	All
-	January 2025	Contact speakers for panel discussion	Reaching out to Study Melbourne for speakers	Tiffany
-	January 2025	Contact career team + LinkedIn photobooth	Reaching out to University Career team to have a booth in the summit	Linda
1-6	February/March 2025	Requesting ISAs	Getting ISAs from HR and setting up the time slots	Irina
1-6	February/March 2025	Purchase of materials for event	-Event banners -Bins -Board -Other items	Chloe
1-6	February/March 2025	Social Media Designs	Working with media and marketing department to design posters and promotional material	Chloe
1-6	February/March 2025	Ticketing	Setting up ticketing	Irina

1-6	February/March 2025	ISA publicity	Creating template post for ISAs to repost	Pavitra
1-6	February/March 2025	Feedback form	Creating the feedback form for the event	Pavitra
Event Day				
6	11 April 2025	Briefing	Briefing the ISAs and allocating tasks to them	All
6	11 April 2025	Set up	Set up AV and prepare company + speaker booths	All
6	11 April 2025	MC	-	
6	11 April 2025	Feedback	Ask participants to fill out feedback form	All
6	11 April 2025	Clean up	-	All
Post Event				
6	April 2025	ISA hours	Record ISA hours	All
7	April 2025	Report	Finish writing report	All

Event Day

- Company booths and LinkedIn photo booth will be opened outside all throughout
- Stick feedback form QR code around the room and ask participants to fill out

Event Flow

Time	Activity	Details	PIC
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0830	UMSU INTL arrives at Melbourne Connect	Final checks and set ups	Everyone
0900	Loading Dock access for Exhibitors	See separate Loading Dock Access schedule	Everyone
0930	Exhibitors Arrive for set up	Booth/Stall set ups	Exhibitors
1000-1100	Catering Arrives	Catering Set up	Catering
1100	Employability Summit Opens	Introductions, Acknowledgement of Country, remind participants that feedback form QR code is posted around the room	Everyone
1100-1400	Speaker sessions	Panel Discussion	Speakers
	Networking Session	Networking with speakers and whichever individual who doesn't have their own company booth. Snacks and drinks will be available	-
1350 - 1400	Summit Finishes	Closing remarks + thanking all speakers, companies and agencies + reminder about feedback form	Everyone
1400 - 1500	Bump Out	UMSU INTL, Exhibitors, catering bump out	-

Post Event

- Ask participants to fill in feedback form

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)
Pies& Sausage Roll Pack	50 (4pcs)	13	4,400
Assorted Finger Sandwiches	50(4pcs)	12.5	
Bakery Bundle	50 (4pcs)	13	
Mini Donuts	50	6	
Scones	50	6	
Tea & Coffee	150	6	
Assorted Juice	150	5.5	
Catering Service Charge	3	50	
Venue Hire (Forum + Launch Pad)	1	0.01	803.02
After-Hours Loading Dock Access	4	70	600
Event Cleaning	4	45	
Set Up and Pack Down	3	90	
LinkedIn Booth Photographer	1	600	
Pinboards	20	150	3000
Name Tags	1(50pc)	20	20
Miscellaneous			1176.98
TOTAL			10,000

7. Conclusion

This concludes our proposal for the Employability Summit Proposal 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Irina Ananda, Yuxuan Liu

Education Department 2024/25

International Brekkie Sem 1 2025 Proposal

E-Central Committee Meeting #1 – 4th February 2025

1. Introduction

The UMSUi Welfare Department will be continuing the International Brekkie until the university provides better affordable food and beverage options on campus. It will be held throughout semesters 1 and 2 in 2025. The main goal of this breakfast initiative is to provide easy and nutritious food for international students who might not be able to afford breakfast and regular meals. These breakfast meals will be provided by a rotating roster of vendors in order to celebrate the diversity within our international student community.

*This event will also run in conjunction with UMSU Welfare where they will be running breakfasts/brunches on Tuesdays and Thursdays.

2. Objectives

This event aims to:

- Provide students with an easy, nutritious breakfast
- Fulfill students' basic daily nutritional needs
- Reduce the number of students who have low food security
- Reduce students' financial burden
- Improve students' overall wellbeing
- Overall by improving the welfare of students, they can spend more time and energy on their studies

3. Event Details

Date	: Week 1 – 12 (Mondays, Wednesdays, and Fridays)
Time	: 9:30 am - 11:00 am
Venue	: Gate 6, University of Melbourne
Number of Attendees	: 150-200 per day
Coordinators	: Yuxuan LIU, Aerizqa A. RAKHMADANI
Manpower	: 3 Welfare members, 2 Committee Members & 5 ISAs per day
Budget	: \$66,000

4. Event Overview

Around 150-200 participants will come on campus every Monday, Wednesday, and Friday morning for a free breakfast. This will be a long-term event, running 3 mornings a week throughout both semesters of 2025. We will be providing a rotation of different easy nutritious breakfast meals, including foods of international cuisines (e.g Chinese, Indian etc).

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				

	Jan 23rd	Contact CME	- Contacted CME to discuss details and book locations	Yuxuan LIU
	Feb	Proposal	- Present proposal	Aerizqa A. RAKHMADANI, Yuxuan LIU
	Feb 10th	Contact vendors	- Start contacting vendors for the earlier dates, and continuously contact more vendors throughout the semester	ALL WELFARE
	Feb 10th	Request ISAs	- Contact HR for ISAs	Aerizqa A. RAKHMADANI
0	Feb 24th	Finalize vendors	- Finalize list of vendors and dates they will be supplying us on	Yuxuan LIU, Aerizqa A. RAKHMADANI
0	March 1st	ISA Briefing (Ongoing Brekkie)	- Briefing for ISAs helping out for ongoing Welfare Brekkie	Aerizqa A. RAKHMADANI
Event Day				
1-12	Ongoing starting 27th Feb	Set up at location	- Set up tables, serving dishes, cutlery etc.	ALL WELFARE
1-12		Receive the meal/vendor bump in	- Receive meal from vendors and set up to be ready to be given out	ALL WELFARE
1-12		Give out the meal/registration confirmations	- Serve breakfast meal to participants and check registrations	ALL WELFARE
Post Event				
1-12		Clean up	- Clean up tables, serving dishes, general area where event has	ALL WELFARE

			taken place	
1-12		Bump out vendor	- Help vendor pack up and direct them out of University	ALL WELFARE
1-12		Record ISA hours	- Record hours for ISAs	ALL WELFARE

ONGOING WELFARE BREKKIE (MON, WED, FRI) EVENT DETAILS

Pre-event

- Decide on, contact, and finalise orders with vendors
- Pay vendors in advance using invoice or credit card, ideally 2 weeks in advance to anticipate any issues with UMSU's finance team
- Request & brief ISAs

Event Day

- *Please note that all event flow times are subject to change and timings are relative

Event Flow

Time	Activity	Details	PIC
9:00 AM	Vendor bump IN	Meeting up with the vendor and directing them to the event venue	PIC of the day
9:00 AM	Venue set up + Queue Number	Setting up venue: including tables, cutlery etc.	PIC of the day
9:30 AM - 11:00 AM	Breakfast service	Handing out prepackaged breakfast to students	PIC of the day
11:00 AM - 11:30 AM	Venue pack down and vendor bump OUT	Dispose of all rubbish in the area, return any infrastructure, help vendor leave the venue	PIC of the day

Post Event

- Record ISA hours
- Review vendors and plan ahead for following breakfasts
- Make ongoing adjustments for vendors/quantity

6. Budget

A total of **\$66,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Breakfast food orders	72	\$909.72	65,000
Miscellaneous	2	\$500	1000.00
TOTAL			66,000.00

7. Conclusion

The Welfare department recognises that food security and access to meals is a challenge faced by many students. We hope that this initiative helps to appease this struggle and brings attention to this issue.

This concludes our proposal for the UMSUi International Brekkie Proposal 2025. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Yuxuan LIU, Aerizqa A. RAKHMADAN

Welfare Department 2024/25

UMSU International

Buddy Up Sem 1 2025 Proposal

E- Central Committee Meeting #1 – February 4th 2025

1. Introduction

UMSUi Buddy Up is an initiative to help students adapt and adjust into the new semester by creating hobby based events (such as painting, dancing). Many students have expressed their concerns about building friendships and suffering from feelings of isolation. Thus this program aims to facilitate students in building long-term friendships by having events that will help students find people who have similar interests. We will also host ongoing events every 3 weeks, such as picnics, painting sessions, and outings to further facilitate these relationships.

2. Objectives

This event aims to:

- Accommodate international students in building new connections with their peers
- Helping students to find a sense of belongingness through strengthening their bonds with their peers
- Create a safe and supportive environment for students to form bonds organically
- Present UMSUi as a welcoming community and support system

3. Event Details

Date	: Week 1 - Week 10
Venue	: Venue various as the semester goes TBC
Number of Attendees	: ~156
Coordinators	: Yuxuan LIU, Aerizqa A. RAKHMADANI, Isabelle Hung Ching HII, Kathryn WANG, Jeasy CHHUN, Cornellius SALIM, Jasmine Qawiemah Matakim LEONG, Daakshayani NEGI
Manpower	: All the coordinators
Budget	: \$4000.00

4. Event Overview

Buddy Up is a long-term program that runs through the semester, as the aim is to help students to build long term friendships where they can find a sense of belongingness and a support system. Changing the concept from the previous program, Buddy Up will no longer use social media platform to team up participants, but instead have different themed activities to attract students who have similar interest. We hope this could ease connections and combat loneliness in University, which is a prominent issue amongst International students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	1 st Feb	Meeting with CME	- Present proposal	Yuxuan LIU
	5 th Feb	Proposal	- Kick-off meeting with CME	Yuxuan LIU

		Meeting with CME		
	5 th Feb-17 th Feb	Event Planning	<ul style="list-style-type: none"> - Finalize list of events and event details. - Contact sponsors for the first event (picnic) 	ALL WELFARE
1		Event 1 (Picnic) Preparations	<ul style="list-style-type: none"> - Kick-off meeting with CME - Book South Lawn through CME - Purchase necessary supplies/food for event - Organise sign-ups for event 	Yuxuan LIU, Aerizqa A. RAKHMAD ANI, Isabelle Hung Ching HII, Kathryn WANG
1	28 th February	Finish registration for Event #1	<ul style="list-style-type: none"> - Finalize the participant list 	ALL WELFARE
3	28 th March	Event #2	<ul style="list-style-type: none"> - Preparation for the event 	PIC
7	18 th April	Event #3	<ul style="list-style-type: none"> - Preparation for the event 	PIC
10	16 th May	Event #4	<ul style="list-style-type: none"> - Preparation for the event 	PIC
Event Day				
Every 3 weeks (starts from week 1)		Host events every 3 weeks	<ul style="list-style-type: none"> - Book venue prior if required - Prepare for events 	ALL WELFARE
Post Event				
12		Collect event feedback	<ul style="list-style-type: none"> - Create feedback forms for the participants to fill in - Internal meetings to discuss about the performance and how can it be improved 	ALL WELFARE

Pre-event

- Brief ISAs before each event as the task various.

6. Budget

A total of **\$4000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Food/snacks/drinks for picnic	1	750	750
Various food/drinks	3	500	1500
Various activity supplies (Picnic equipment, painting equipment etc)	4	300	1200
Dance instructor	1	350	350
Miscellaneous	1	\$200	200
TOTAL			4000.00

7. Conclusion

The Welfare department hopes to provide support and enhance the sense of community for international students at the University of Melbourne. We recognize the importance of social and welfare support in a time where students may feel largely disconnected. We understand that short term events are sometimes not realistic in producing long-term friendships thus, we hope this ongoing initiative will help facilitate these bonds.

This concludes our proposal for the Buddy Up. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Yuxuan LIU, Aerizqa A. RAKHMADANI

Welfare Department 2024/25

UMSU International

Food Adventure Semester 1 2025 Proposal

E-Central Committee Meeting – 4th February 2025

1. Introduction

Food Adventure offers students a chance to befriend and familiarize themselves with Melbourne's food culture. Students will get to try on delicacies of diverse cuisines from several restaurants. They will be split into groups and led to discover.

2. Objectives

This event aims to:

- Offers freshmen a chance to meet and socialize
- Allow students to experience Melbourne’s diverse food culture
- Promote UMSU International by sharing information about our organization with participants during the event

3. Event Details

Date	: Saturday, 8 th March 2025 (Time: TBC)
Venue	: In person, South Lawn
Number of Attendees	: 150
Coordinators	: Kayden SAINGAM, Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, Ynez WU, Shamika SHARMA
Manpower	: 12 OBs & 24 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$5500

4. Event Overview

Students will be divided into 12 groups, and each group will visit four restaurants at either Brunswick, South Yarra or Fitzroy.

Potential List of Restaurants: **(Subject to Change)**

Brunswick	South Yarra	Fitzroy (Vegan)
Barkly’s Kitchen	Smith St Bistro	Vegie bar
Hanoi Rose	Hasir Kebabs	Hecho en Mexico
Mokum	Solo Pasta	Radheys Chai Bar
Luther’s Scoops	Falco Bakery	Vegan Heaven

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	10/10/2024	Initial planning	Initial meeting to assign tasks	Kayden SAINGAM, Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
0	16/1/2025	Proposal	Begin writing the proposal	Ynez WU
0	25/1/2025	Finalise restaurant list	Identifying a list of possible restaurants along each route.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
0	8/2/2025	Teamwork Setup	Setting up team project with UMSU staff members	Kayden SAINGAM
0	12/2/2025	Contact MnM for Promotion materials	Coordinating the design of the posts/poster	Raunak RAGHAVAN
0	5/2/2025	Contact restaurants	Reaching out to the restaurants that are included in the finalized list to collect the required information or documents.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
0	7/2/2025	Pre-order menu	Choosing a menu in advance.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN

0	10/2/2025	Request invoice from restaurants	Requesting invoices from the restaurants well in advance after finalizing the menu for processing.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
0	14/2/2025	Creating Sign Up Sheets	Creating a signup sheet including attendees' dietary requirements.	Isaac HII
0	14/2/2025	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Damian NGUYEN
0	19/2/2025	Marketing + Ticketing	Coordinating with M&C to promote the event on social media and opening registrations through the ticketing system.	Raunak RAGHAVAN
0	22/2/2025	Create travel booklets + briefing documents	Drafting three travel booklets (one for each route) for participants and organizing documents for briefing (converting them to PDF format for group chats for each route). Information will include: contacts for the person in charge.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
0	24/2/2025	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Damian NGUYEN
0	24/2/2025	Buying items for event	Any necessary materials such as wristbands or emergency equipment such as Epipens	Isaac HII
0	24/2/2025	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Raunak RAGHAVAN
0	28/2/2025	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Isaac HII

1	3/3/2025	Allocate participants into groups	Allocating the final list of participants into groups	Damian NGUYEN
1	7/3/2025	Brief OBs and ISAs	Provide a briefing for both the ISAs and OBs on the day's event flow, the restaurants they will be visiting, and discuss their respective roles.	Isaac HII
Event Day				
1	8/3/2025	Set up check in table	Setting up at Amphitheatre or south lawn	Kayden SAINGAM, Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
1	8/3/2025	Briefing	Final brief for OBs and ISAs	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
1	8/3/2025	Event	The event will take place from 10:00 AM to 3:30 PM	Coordinator s, OBs, ISAs
1	8/3/2025	Feedback survey	Travel buddies will instruct their groups to complete a brief feedback survey after the event concludes.	OBs & ISAs
Post Event				
2	15/3/2025	Report	Writing up the report	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN

Pre-event

- Research and select 4 restaurants for each route (Brunswick, South Yarra, Fitzroy).

- Reach out to each restaurant to finalize a menu and obtain their insurance policy and invoice.
- Collaborate with the UMSU Design Department on marketing materials and coordinate the ticketing system with C&E.
- Each attendee will pay \$5 to participate in the event through the ticketing system.
- Coordinate with the HR department to recruit 24 ISAs to assist in guiding the groups.
- Prior to the event day, event coordinators will brief the OBs and ISAs on their responsibilities.

Event Day

- OBs and ISAs are to meet at the designated meeting point by 10 AM for the final briefing. OBs should take attendance of the ISAs.
- Participants are to start gathering at the meeting point from 10:20 AM, where event coordinators will brief them. ISAs will take attendance of their group members.
- By 11 AM, all groups should be en route to their assigned restaurants.

Event Flow

Time	Activity	Details	PIC
10:00 am - 10:10 am	Setting up check-in table	Event coordinators will set up the check in table at South Lawn	Kayden SAINGAM, Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
10:10 am - 10:20 am	Briefing OBs and ISAs	A final briefing will be held for OBs and ISAs, reminding them that they can depart once their group is complete.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
10:20 am - 11:00 am	Taking attendance	Attendance will be taken for all participants, and they will be assigned to their respective groups.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN
11:00 am - 11:40 am	Head to Routes	Participants will split into groups of 10 and follow their designated routes. Each coordinator, along with one OB, will proceed	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, ISAs and OBs

		to their assigned route for supervision.	
11:45 am - 12:30 pm	First Restaurant	Groups should arrive at the first restaurant by 11:45 am. Timekeepers should notify all participants 5 minutes before it's time to leave for the second restaurant.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Groups should arrive at the second restaurant by 12:45pm.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Groups should arrive at the third restaurant by 1:45 pm.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, ISAs and OBs
2:45 pm - 3:30 pm	Fourth Restaurant	Groups should arrive at the final restaurant by 2:45 pm.	Isaac HII, Damian NGUYEN, Raunak RAGHAVAN, ISAs and OBs

Post Event

- After 3:30 PM, each ISA leader should share a link or QR code for the feedback survey with their group members. Leaders must ensure that students complete the survey before they leave, after which they can head back.

6. Budget

A total of **\$5500** has been allocated for this event, with the breakdown detailed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Brunswick Expenditure	4	458.33	1833.33

South Yarra Expenditure	4	458.33	1833.33
Fitzroy Expenditure	4	458.33	1833.33
TOTAL			5500.00

7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2025. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

Prepared by,

Ynez WU
Cultural & Social Department 2024/25
UMSU International

Summerfest Giveaway Semester 1 2025 Proposal

E-Central Committee Meeting – 4th February 2025

1. Introduction

The Cultural and Social department will be handing out drinks, gifts and merch during the Summerfest 2025. This is a small mingling event where we engage with new students, welcoming them to the university and introducing them to both UMSUi and our upcoming events.

2. Objectives

This event aims to:

- To provide international students with information regarding our upcoming events
- Connect international students to UMSU international and future events

3. Event Details

Date	: 25 th February 2025
Venue	: ERC
Number of Attendees	: 800
Coordinators	: Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
Manpower	: 3 OBs & 18 ISAs (including coordinators which consists of 2 OBs)
Budget	: \$3950

4. Event Overview

This event will consist of packing and distribution of merch, snacks and other prizes in a tote bag designed by MnM during orientation week.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	December	Logistics	Decide what prizes and snacks to be ordered	Damian NGUYEN
	January	Merch	Work closely with Media and Marketing department in regards on merch design	Kayden SAINGAM
	February	Logistic	Order snacks and prizes to be included in the giveaway	Damian NGUYEN
	February	Manpower	Request manpower (ISAs and OBs) from HR	Damian NGUYEN, Shreeyukta

				ADHIKARI
	February	Packing	Packing individual giveaway bags	Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
Event Day				
	Orientation week	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
	Orientation week	Distribution	For each shift the team consists of 1 OBs and 3 ISAs who will distribute the goodie bags and engage with new students	Damian NGUYEN, Shreeyukta ADHIKARI, Kaydey SAINGAM

Pre-event

- ISAs and OBs will gather at a predetermined location to pack the Giveaway bags

Event Flow (subject to change)

Time	Activity	Details	PIC
10:00AM-10:15AM	Briefing	Ensure all ISAs and OBs remember to only give goodie bags after confirming students have followed UMSUi social media page + take attendance	Damian NGUYEN, Shreeyukta ADHIKARI
10:15AM-10:30AM	Set up	Setting up banner and tables	Damian NGUYEN, Shreeyukta ADHIKARI
10:30-03:00PM	Distribution	Giving goodie bags and engage with students	Damian NGUYEN, Shreeyukta ADHIKARI
03:00PM-	Pack down	Clean and pack down the	Damian NGUYEN,

03:15PM		area	Shreeyukta ADHIKARI
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6. Budget

A total of **\$4000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Giveaway items (packs of 6) https://www.kmart.com.au/product/6-pack-the-orginal-squishmallows-micromallows-assorted-43483068/	135	20.00	2800.00
Drinks (packs of 30) https://www.woolworths.com.au/shop/productdetails/679121/coca-cola-zero-sugar-soft-drink-multipack-cans	27	28.30	764.10
Snacks (packs of 20) https://www.woolworths.com.au/shop/productdetails/79773/smith-s-potato-chips-fun-mix-multipack-variety	40	7.50	300.00
TOTAL			3864.10

7. Conclusion

This concludes our proposal for the Summerfest Giveaway Proposal 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
Cultural and Social Department 2024/25

UMSU International

5. Other Business

- **CCM Availabilities**

6. Next Meeting

CCM #7

Date : TBC

Venue : TBC