

Minutes

Central Committee Meeting #1 – Thursday 6th August, 2026

Time: 18:00

Venue: PAR-148B-B1-B101-Kathleen Fitzpatrick Theatre & Event Venue (512)

1. Procedural Matters

Motion 1

Move that Standing Orders be adopted for CCM #1 at 6:18 pm.

Mover : Haylyn HOO

Seconder : Ryan SIU

CARRIED without contention.

1.1. Acknowledgement of Indigenous Owners

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 24 members

Absent with Apologies

EXCO: Phoebe CHAN

Directors: Raiesa KHUTEL

Officers: Eric LEE

Leaving Early with Apologies

Directors: Ryan SIU

1.4. **Matters Arising from Previous Minutes**

1.5. **Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover : Aarush YADAV

Seconder : Saumyaa SARUP

CARRIED without contention.

2. **Matters Arising from Previous Minutes**

3. **Proposals**

Motion 3

Move that the Glovey's Get Together 2026 Proposal be accepted.

Mover : Jonathan SONG

Seconder : Aarush YADAV

Motion carried

Motion 4

Move that the ISA August Intake 2026 Proposal be accepted.

Mover : Cody LUO

Seconder : Tanya PARASHAR

Motion carried

Motion 5

Move that the Officer Co-option 2026 Proposal be accepted.

Mover : Jonathan SONG

Seconder : Kaavya KALRA

Motion carried

Motion 6

Move that the Head of Clubs 2026 Proposal be accepted.

Mover : Vardaan CHANANA

Seconder : Simar KOHLI

Motion carried

4. Reports

Motion 7

Move that the ISA July Intake 2026 Report be accepted.

Mover : Jonathan SONG

Seconder : Lisa JIA

Motion carried

Motion 8

Move that the WinterFest 2026 Report be accepted.

Mover : Saumyaa SARUP

Seconder : Haylyn HOO

Motion carried

Motion 9

Move that the Exam Pack Giveaway Report be accepted.

Mover : Vardaan CHANANA

Seconder : Jonathan SONG

Motion carried

5. Other Business

- 1.1. Regulation Overview**
- 1.2. Strike System Overview**
- 1.3. Working with HR**
- 1.4. Working with MnM**
- 1.5. Working with Treasurer**

6. Next Meeting

Motion 10

Move that the Standing Orders be suspended at 7:39 PM.

Mover : Mishti MITTAL

Seconder : Rhea FAN

Motion carried

Motion 11

Move that the Central Committee Meeting #1 be adjourned at 7:39 PM.

Mover : Saumyaa SARUP

Seconder : Mishti MITTAL

Motion carried

Prepared by,

Rhea FAN

General Secretary 2026/27

UMSU International

UMSU Intl. Glovey's Get-Together

Central Committee Meeting #1 – Thursday 6th August 2026

1. Introduction

UMSUi Glovey's Get-Togethers is a program designed to make the semester feel more fun, relaxed, and connected for all students by offering a casual and welcoming space to take part in hobby-based activities. These activities will not only help students unwind and de-stress but also create opportunities to meet new people and naturally spark new friendships along the way. With many students expressing concerns about building friendships and suffering feelings of isolation, Glovey's Get Togethers aims to add a warm, uplifting energy to help build a more inclusive and emotionally healthy campus environment. We will host this pair of events in weeks 4 and week 6, where the week 4 activity is Journalling and Mood board Night, to facilitate these relationships.

2. Objectives

This event aims to:

- Create a safe and welcoming space, especially for new and international students, to feel included, supported, and comfortable connecting with other peers
- Helping students to find a sense of belonging by strengthening their bonds with their peers through shared, low-pressure social activities
- Reinforce UMSUi's role as a welcoming and inclusive support system for all students

3. Event Details

Date	: Week 4
Venue	: Ida Bar
Number of Attendees	: 30
Coordinators	: Tanya PARASHAR, Cody LUO, Clementine LI, Declan LEE
Manpower	: All the coordinators
Budget	: \$356

4. Event Overview

Glovey's Get-Togethers is a semester-long program designed to ease connections and combat loneliness in University, which is a prominent issue amongst International students. While it shares some similarities with Buddy Up, Glovey's Get-Togethers takes a different approach—fostering a more dynamic and energetic atmosphere

through larger-scale events. Unlike Buddy Up's smaller, intimate gatherings, this program offers students the chance to meet a broader range of peers to help students find a sense of belonging.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2		Event Proposal	- Present proposal during CCM	All
1-3	27 th July – 17 th August	Event Preparations	- Finalise event details - Purchase necessary supplies/food for event - Book Venues - Organise sign-ups for even	All
4		Journal and Mood Board Night	- Finalise the participant list - Finalise Preparations for the event	PICs
6		Event #2 – Glovey's Cat Cafe	- Finalise the participant list - Finalise Preparations for the event	PICs
Event Day				
4 & 6		Host events in weeks 4 & 6	- Prepare for events - Run events	PICs
Post Event				
4 & 6		Collect event feedback	- 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 for the various tasks.

As part of Glovey's Get Together Week, the Journal and Mood Board session is designed to create a relaxed and welcoming space where students can freely express their creativity while connecting with other students. Participants will have the opportunity to design and customize their own mood board and journals creating a unique piece that reflects their personality and individual style.

This activity aims to foster interactions and meaningful conversations among students. By doodling and decorating together, participants can bond naturally and leave with not a unique designed mood board and journal, but also new friendships.

This event will consist of 1 session, with 30 participants; and will be held at Ida Bar

6. Budget

A total of **\$356** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Notebooks	30	\$1	\$30
Colourful pens	3	\$10	\$30
Glitter markers	2	\$10	\$20
Sticker – Junk Journal Pad	2	\$5	\$10
Sticker – Timeless Pad	2	\$5	\$10
Coffee tab	1	\$200	\$200
Washi tapes	1	\$15	\$15
Miscellaneous	43	\$0.95	\$41
TOTAL			\$356

Other supplies such as magazines and scissors are from UMSUi lounge

7. Conclusion

The Welfare Department aims to provide meaningful support and foster a stronger sense of community for international students at the University of Melbourne. We understand that international students may often feel disconnected and uncertain about forming friendships, and we recognize the importance of social and welfare support during these times. While one-off events may not always lead to lasting friendships, we believe that fun, hobby-based initiatives like Glovey's Get-Togethers can create the opportunities students need to build genuine, long-term connections.

This concludes our proposal for the Glovey's Get-Togethers Initiative. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Cody LUO, Tanya PARASHAR, Declan LEE, Clementine LI
Welfare Department 2026/27
UMSU International

ISA Recruitment August 2026 Intake Proposal

Emergency Central Committee Meeting

1. Introduction

The ISA Recruitment 2026 will be divided into two parts: July Intake and August Intake (further explained in a separate proposal). The July Intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester (E.g. Winterfest). Meanwhile, the ISAs from August Intake will focus on supporting any events going to be conducted after the start of Semester 2, 2026.

2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2026.
- Recruit around 35-40 ISAs out of all applications for the August Intake.

3. Event Details

Date	:	Application dates: 10th August (Monday) to 18th August (Sunday). Interviews: 21st, 22nd, 23rd August.
Venue	:	Online
Coordinators	:	Haylyn HOO
Manpower	:	10 Committee Members (including coordinators which consists of 4 Committee Members)
Budget	:	\$0

4. Event Overview

We are now aiming to start our August Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

5. Event Timeline

We are now aiming to start our August Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the current and upcoming Human Resources (HR) department members.

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
27/7/2026 - 1/8/2026	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Haylyn HOO
	Application & Interview Preparations	Make Application Form, Interview	Haylyn HOO
Event Day			
10/08/2026-18/08/2026	Open ISA Application	Application will be opened to all University of Melbourne's students	Haylyn HOO
19/08/2026-20/08/2026	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Haylyn HOO
21/08/2026-23/08/2026	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Rhea FAN, Haylyn HOO
Post Event			
25/08/2025	Send Emails	Send out acceptance and rejection emails for candidates	Haylyn HOO
29/08/2025	Big Day Out	A welcoming and induction event for ISAs	Haylyn HOO, Rhea FAN

6. Budget

A total of \$0 have been allocated for this event:

7. Conclusion

This concludes our proposal for the ISA Recruitment August 2026 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Haylyn HOO
Human Resources Director 2026/27
UMSU International

Officer Co-option Proposal

Central Committee Meeting #1 – Thursday, 6th August, 2026

1. Introduction

The ExCo will be holding Officer Co-option for 2 Human Resource Officers, and 2 Education Officers starting from Week 3. Recruiting more committee member would ease the stress on current officers and improve our engagement with the student community.

2. Objectives

- Further UMSUi's reach to more students
- Improve committee bonding

3. Event Details

Date	: Monday, 10 th August, 2026 – Monday, 24 th August, 2026 (Time - Melbourne time)
Venue	: Online
Coordinators	: Rhea FAN
Manpower	: 6 ExCo members, Education and Welfare Departments
Budget	: \$0

4. Event Overview

We aim to start the Co-option in Week 3 and finish it in Week 4 so that our co-opted officers can be in position by Week 5. This way they have enough time to settle into their roles and the current committee can have some extra help.

5. Event Timeline

Time	Activity	Details	PIC
Monday Week 3	Start promotion	Post on social media with description	Rhea FAN
Wednesday Week 3	Deadline for opening application	Create and open the application form by this date	Rhea FAN
Wednesday Week 4	Close application	-	Rhea FAN
Friday – Sunday Week 4	Interview	All ExCo member will be taking interviews	Rhea FAN
Monday Week 5	Send out results	Send out interview results via email. Arrange meeting with successful candidates	Rhea FAN

Pre-event

- Create promotion material and application form

Post-event

- Induction sessions with department directors

6. Budget

A total of \$0

7. Conclusion

This concludes our proposal for the 2026 Co-option. Please do not hesitate to contact me should you have any queries.

Prepared by,

Rhea FAN

Secretary 2026/27

UMSU International

Heads of Clubs Proposal

Central Committee Meeting 6th August 2026

1. Introduction

Heads of Clubs is a semi-formal networking event where executive committee members of clubs within the university are invited to get to know more about the projects held by UMSU International and what UMSU international can offer to them.

2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicise their events for the semesters and discuss potential challenges and problems they may face.

3. Event Details

Date	: Thursday, 28th August 2026, 4:00 – 7:00 PM
Venue	: William Macmahon ball theatre
Number of Attendees	: 60 ~ 90
Coordinators	: Aarush, Saumyaa Sarup, Vardaan Chanana,
Manpower	: Coordinators & 1 OB from each department (preferably VPs) & 4 ISAs
Budget	: \$500.00

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	August 6th	Present Proposal	Present proposal during CCM	Aarush
N/A		Prizes	Contact UMSU Advertising Officer about prizes available to use during the event	Vardaan
2	August 9th – 14th	Logistics	Book venue Contact and order food from Vendors Ticketing link from CME Help Desk Task sheet for ISAs	Aarush, Vardaan
2	August 17th – 19th	Promotion	Notify M&M about promotion at least 2 weeks prior to promotion period Arrange social media promotion for the event via UMSU International socials ISA Publicity Hours Brief ISAs on event requirements (including food handling)	Aarush, Vardaan
3	August 17th – 12th	Department Slides	Notify committee about slides Finalise and compile slides	Saumyaa Sarup
3	August 12th	Participants	Write email drafts for clubs Invite participants Confirm number of participants and dietary requirements	Aarush, Vardaan
4	August 18th – 20th	Logistics #2	Buy Drinks and Supplies	Saumyaa Sarup

4	August 20th – 20th	Feedback Form	Create feedback form to be used on the day post-event	Aarush
Event Day				
5	August 28th	Heads of Clubs Event	(Written in event flow down below)	Aarush, Saumyaa Sarup, Vardaan
Post Event				
6	TBD	Report	Writing and filling out the report	Aarush
6	TBD	Present Report	Present report in CCM	Aarush

Event Flow

Time	Activity	Details	PIC
3.00 PM	Event Preparation	Chairs Utensils and tables set up Getting presentation ready OBs arrive ISAs help Arrange food delivery	Aarush, Saumyaa Sarup, Vardaan,
4.00 PM	Introduction	Participants arrive Introduction of event Participants can take drinks ISAs hand out appetisers and label main foods	Vardaan
4.00 - 5.00 PM	Presentations	Exco presentation Department presentations Order: President Vice president + E&W, Vice president + C&S,	Vardaan

		Vice president + M&M, HR P&S + Treasure + Grants	
5.00 - 5.30 PM	End of Event	Thank participants for coming Instruct ISAs to ask participants to fill out feedback form	Vardaan
5.30 - 6.00 PM	Networking and eating	ISAs and OBs will help to distributing food to participants and other OBs OBs and participants network and interact Feedback from in break	Aarush, Saumyaa Sarup, Vardaan,
6.00 - 6.30 PM	Clean Up	ISAs and P&S department clean up once all participants leave	Aarush, Vardaan

5. Budget

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

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$350	\$350
Beverages	1	\$80	\$80
Napkins: 100 serviettes Coles	2	\$1.00	\$2.00
Gloves	1	\$8	\$8
Miscellaneous	-	-	\$60.00
TOTAL			\$500.00

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasise our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Semester 2 Heads of Clubs Proposal 2026. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Aarush Yadav

Partnership and Sponsorship Department 2026/27

UMSU International

ISA Recruitment July Intake 2026 Report

Central Committee Meeting 6th August 2026

1. Introduction

The ISA Recruitment 2026 is divided into two parts: July Intake and August Intake (further explained in a separate proposal). The July intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester. Meanwhile, the ISAs from August Intake will focus on supporting any events going to be conducted after the start of Semester 2, 2026.

With regards to the July 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, 2026.
- Recruit around 25 ISAs out of 50 applications for the July Intake.
- To gain manpower for events during Semester 2, 2026 and Semester 1, 2026.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2026/26.

3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
	Contact M&M and Start Teamwork	Contact CME and Start Teamwork for ISA Recruitment Promotion Posters	Haylyn HOO, Suhas AGRAWAL,

22/6/2026 - 26/6/2026	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Haylyn HOO
Event Day			
29/6/2026 - 5/7/2026	Open ISA Application	Application will be opened to all University of Melbourne's students	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
5/6/2026 - 6/7/2026	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Aliya HAFIZ, Kirsten ABUSTAN, Haylyn HOO, Rhea FAN
10/7/ 2026 - 12/7/2026	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN, Haylyn HOO, Rhea FAN
Post Event			
14/7/2026	Send Emails	Send out acceptance and rejection emails for candidates	Haylyn HOO
19/7/2026	Big Day Out	A welcoming and induction event for ISAs	Suhas AGRAWAL, Aliya HAFIZ, Sheela LIM, Haylyn HOO, Rhea FAN

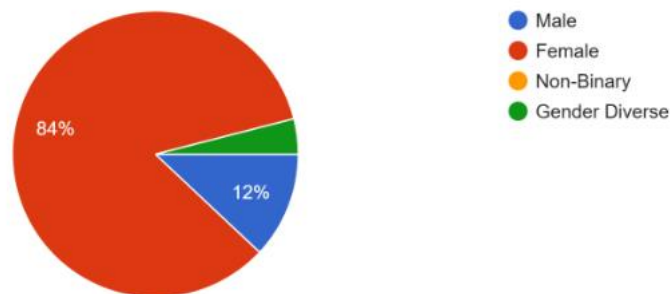
4. Application Results and Statistics (July 2026 Intake)

Out of 52 applicants, 41 candidates were selected for the second round of the application process, 32 had attended the interviews. For the July term, the HR department has selected 23 ISAs. Here are the statistics of the ISAs:

a. Gender

Gender

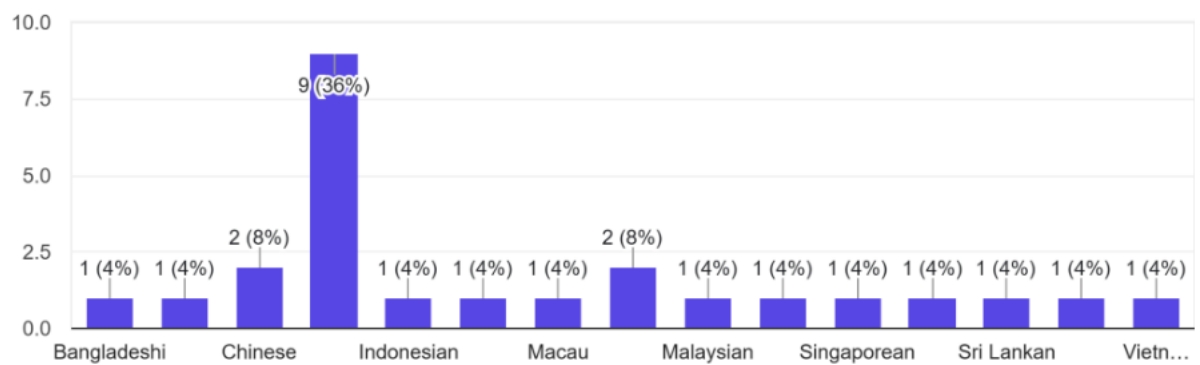
25 responses



b. Nationality

Nationality

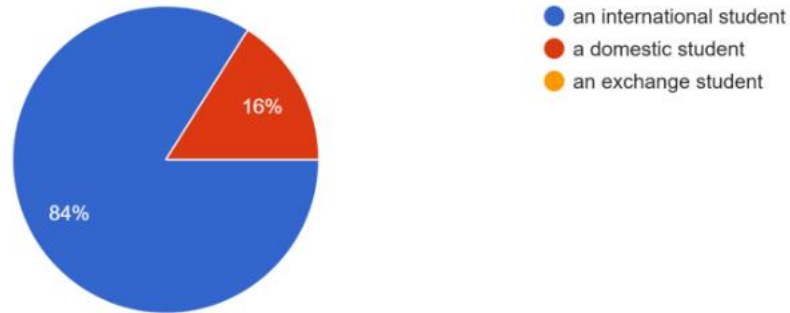
25 responses



c. Student Status (Local/International Student)

I am...

25 responses



d. *Onshore/Offshore*

Are you currently in Melbourne

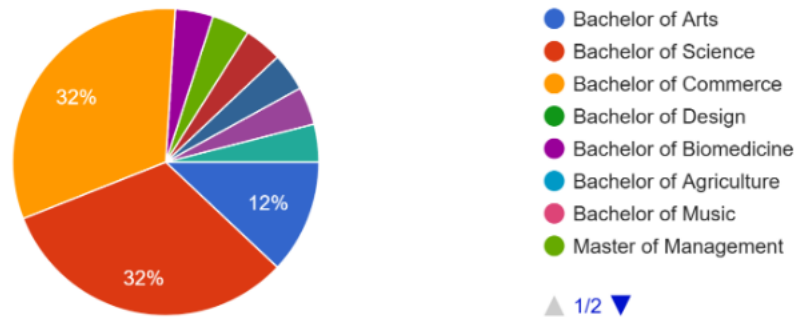
25 responses



e. *Course Title*

Course Title If you are a Master student, or your course is not listed here, please fill in the "Other" section and follow similar structure (e.g. Master of Engineering). No major needed*

25 responses



5. Conclusion

This concludes our report for the ISA Recruitment July 2026 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Haylyn HOO

Human Resources Director 2026/27

UMSU International

Winterfest 2026 Report

Central Committee Meeting #1 –2026

1. Introduction

This report summarises the Winterfest Giveaway which covers the period of Wednesday, 22nd, Tuesday, 27th and 28th July 2026. The Cultural and Social department handed out drinks, snacks and UMSU INTL merch. This is an event where we engage with students across the three different campuses and introduce them to UMSUi and our upcoming events.

2. Event Details

Date	: Wednesday, 22 nd , Tuesday, 27 th and Wednesday, 28 th July 2026
Venue	: Parkville, Burnley, Southbank
Number of Attendees	: 800
Coordinators	: Ryan SIU, Mishti MITTAL
Manpower	: 6 OB and 7 ISAs over three days
Budget	: \$1000

3. Event Overview

This event consists of distributing gifts and UMSU intl merch while also interacting with other students to inform them of what UMSU intl represents and the events that we host.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	17 th July	Finalize the giveaway items	Finalize the giveaway items and place an order	Ryan SIU, Mishti MITTAL

Event Day				
0	22 nd July	Setting up	Before the start of the shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA
0	22 nd July	Distribution	ISAs will distribute the items and engage with new students	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA
1	27 th / 28 th July	Setting up	Before the start of the activation, OBs and ISAs will meet up at the UMSU INTL Lounge before going to the respective campuses. OBs and ISAs will then set up UMSU INTL banner and tables for the giveaway	Ryan SIU, Jonathan SONG, Mishti MITTAL
1	27 th / 28 th July	Distribution	ISAs will distribute the items and engage with new students	Ryan SIU, Jonathan SONG, Mishti MITTAL

Pre-event

- ISAs and OBs will gather at UMSUi Lounge first

Event Day

Event Flow (22/7/26)

Time	Activity	Details	PIC
10:30AM-10:45AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the drinks, after confirming students have followed UMSUi social media page, feedback form for merch + take attendance of ISAs	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA

10:45AM-11:00AM	Set up	Setting up banner and tables	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA
11:00AM-2:00PM	Distribution	Giving drinks, umbrellas and merch while engaging with students	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA
2:00PM-3:00PM	Pack down	Clean and pack down the area	Paridhi CHHAJED, Haridutt Vyas, Bhavya MIDDHA

Event Flow (27/7/26 and 28/7/26)

Time	Activity	Details	PIC
10:00AM-10:15AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the drinks, plushy and merch after confirming students have followed UMSUi social media page + take attendance of ISAs	Ryan SIU, Jonathan SONG, Mishti MITTAL
10:15AM – 10:45AM	Going to Campus	All ISAs and OBs will go to their respective campuses	Ryan SIU, Jonathan SONG, Mishti MITTAL
10:45AM-11:00PM	Set up	Setting up banner and tables	Ryan SIU, Jonathan SONG, Mishti MITTAL
11:00AM-2:00PM	Distribution	Giving drinks and merch while engaging with students	Ryan SIU, Jonathan SONG, Mishti MITTAL
2:00PM-3:00PM	Pack down	Clean and pack down the area and move remaining items to lounge	Ryan SIU, Jonathan SONG, Mishti MITTAL

5. Reflections

- We had an approximate number of 800 students visiting our stalls across Parkville, Burnley and Southbank.
- Students were given a drink or snack if they followed UMSU INTL on Instagram, and they were given a free merch if they filled out the feedback form.
- We gained **423** feedback form responses.

6. Feedback

We received a total of 423 responses through the feedback form.

7. Suggestions

- Improve Crowd Flow and Queue Management- During peak periods, there were moments when many students gathered around the stall at once. Introducing clearer queue lines may help improve crowd flow and ensure a smoother distribution process and more time to introduce UMSUi.
- More Winterfest events at Burnley and Southbank campuses may help students be more aware and involved in UMSUi events.

8. Budget

A total of **\$1000** have been allocated for this event, and the total actual expenditure for this event is **\$905.50** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Drinks and Snacks	1020	0.89	905.50	1000
TOTAL			905.50	1000
Surplus/ Deficit			94.50	

9. Conclusion

This concludes our report for the Winterfest Report 2026. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Ryan SIU

Cultural and Social Department 2026/27

UMSU International

Exam Pack Giveaway Report

CCM #1 – Thursday 6th August, 2026

1. Introduction

This report summarises the Exam Pack Giveaway Sem 1 2026, which covers the period of Friday, 29th May 2026.

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. Event Details

Date	:	Friday, 28 th May 2026
Venue	:	Amphitheatre
Number of Attendees	:	895 Students
Coordinators	:	Jane CHEN, Nishka CHOPRA, Juni TAKAHASHI
Manpower	:	8 OBs (from Welfare) & 16 ISAs
Budget	:	\$5200

3. Event Overview

Exam Pack Giveaway is an event where students can 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.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				

7		Venue booking	– Reached out to CME to book Amphitheatre	Nishka CHOPRA
7	April + May	Planning/Budgeting	– Initial meeting to plan out budget and items to purchase	Whole Welfare team
8	April + May	Contact sponsors	- Reach out to sponsors to ask for event support/sponsorship	PnS
9	01/05	Contact M&M	- Discuss with M&M on promotions	Whole Welfare team
10	11/05	Request ISAs	- Ask HR for ISAs	Juni TAKAHASHI
11	12/05	Event planning	• Write and present proposal - Finalising event details	Jane CHEN, Nishka CHOPRA
12	20/05	Logistics	- Start finalising and ordering items to be included in the giveaway	Whole Welfare team
	22/05	Feedback Form	- Create feedback forms for the event	Jane CHEN, Nishka CHOPRA, Juni TAKAHASHI
13	26/05	Film reels	- Film marketing reels	Whole Welfare Team
14	27/05	Collect stock	- Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered	Whole Welfare Team + PnS
	27/05	ISA briefing	- Instructions provided to ISAs via Zoom and prepared presentation	Jane CHEN, Amanda LI, Jeslyn TSUI

Event Day				
	29/05	Run event	- Set up tables and marquees - Give out items to students	Whole Welfare Team + ISAs
	29/05	Pack up	- Put away equipment and throw out rubbish	Whole Welfare Team + ISAs

Pre-event

- Book venue
- Contact possible sponsors
- Order items
- Request ISAs
- Create feedback form

Event Day

Event Flow

Time	Activity	Details	PIC
10:30AM - 11AM	ISAs and OBs come to set up	3 x Marquee, tables, chairs, and banners, weights	Welfare
11AM - 2PM	EPG	Event will be run between 11am -2pm	Welfare
2 – 3:30PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	welfare

Post-event

- Collect feedback
- Write and present report

5. **Reflections**

Attendance

During the planning of the event, we expected around 600 to 800 participants and ensured we bought enough quantities to satisfy this number.

By the end of the event, we calculated 895 students who attended this event, which was around the figure of what we expected.

6. **Feedback**

1. Attendance

- **686** Students filled in our feedback form.
- Most students who attended are first-year students, with 37% of them filling in our feedback form.
- Second largest group of students who attended are post-graduate studies students, comprising of 28% of the whole feedback form.

2. Channels

- More than half of the students (485 students) found out about this event through UMSUI social media
- 99 students found out through WOM
- 66 students found out through university websites/social media

3. Satisfaction

- 68% of attendees rate the satisfaction of this event 5/5.
- 68% of attendees rate the enjoyment of this event 5/5.
- The most satisfying items for students are protein bars, notebooks, pens and noodles.
- 77% of attendees indicate they are very likely to attend a similar event in the future.

7. Suggestions

- Having more stationery, exam essentials (such as tissues), and a wider variety of food is preferable for participants.
- Keeping the stock numbers relatively equal, so that everything runs out at the same time, ensuring that everyone gets a holistic pack rather than great amounts of one item and none of others
- Continue using the excel sheet to check-in student ids to prevent students re-taking items
- Attempt to establish direct contact with Fantuan (independent of CME), there were some issues regarding stall set-up time and delivery times due to only contact between CME representative and Fantuan workers. This was quickly resolved but Fantuan was set up around 1.5 hours earlier than expected.
- Long queues and waiting times were a concern. This can be improved by assigning a person-in-charge (PIC) to manage the line, provide estimated wait times, or introduce a registration system.
- Use clear signage to indicate the presence of two booths to help manage and even out queues, as well as constant reminding from ISAs or committee members
- The ISA number requested was good. However, consider assigning more OBs or ISAs specifically for clean-up duties, as the space tends to fill up with cardboard. Event casualties were not necessary.
- Make sure to choose a delivery time where MANY welfare/committee members are available to pick-up the items such as the Coles order to allow for stock transport and organization efficiency

6. Budget

A total of **\$5200** have been allocated for this event, and the total actual expenditure for this event is **\$7684** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Muji 0.38mm pens (cap type – 10PK)	20	\$23.5	475.00	\$5200.00
Muji 0.50mm pens (cap type – 10PK)	20	\$22.5	450.00	
Muji 0.5mm pens (cap and knock type – 10PK)	20	\$23.5	475.00	
Muji Mechanical Pencil with Rubber Grip	180	\$2.5	450.00	
Muji notebook (Grid A6)	150	\$1.5	225.00	
Muji notebook (Planting Tree Paper Notebook - B5 – 5PK)	96	\$7.5	720.00	
Haribo gummy bucket (100PK)	8	\$16	\$128	
Chupa Chups (25PK)	32	\$5.5	\$176	
Smiths Potato Chips Variety (20PK)	20	8.9	178	
Oreo Mini Cookies Multipack (18PK)	38	7	266	
Coles Fruit Drink Apple & Blackcurrant (6 PK)	34	3.15	107.1	
No Sugar Coca Cola (30 PK)	3	32	96	
uncle toby's chewy choc chips bar (6PK) and strawberry yoghurt (6PK)	134	2.75	368.5	
Arnott's Tiny Teddy Multipack (15PK)	54	6	324	
Sunkist Can (30PK)	6	26	156	

Cadbury Favourites Ultimate share	20	15	300	
coles chicken noodle	375	1	375	
pho rice noodles	150	2	300	
Jin ramen cup	175	1.95	341.25	
TOTAL			5690.85	\$5,200.00
Surplus/Deficit			\$490.85	

9. Conclusion

This concludes our report for the Exam Pack Giveaway 2026. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Jane CHEN

**Welfare Department 2025/26
UMSU International**