

## **Minutes**

## Central Committee Meeting #1 – Wednesday, 13th August 2025

Time : 17:30

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

Move that **Standing Orders** be adopted for **CCM #1** at 5:38 **PM** 

Mover : Suhas AGRAWAL
Seconder : Meghna MALLIK

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

## **Attendance and apologies**

• Attendance – 28 members

**Late with Apologies** 

Officers: Phoebe CHAN

**Absent with Apologies** 

Officers: Aliya HAFIZ, Taoyang LIU

Late with No Apologies

Officers: Meghna MALLIK, Keyur GOHEL

Absent with No Apologies

Officers: Yifan (Roger) CAO

1.4. Adoption of Agenda



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Move that the **Agenda for CCM #1** be adopted at 5:39PM

Mover : Raunak RAGHAVAN

Seconder : Meghna MALLIK

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

3.1. eCCM #2

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

record.

Mover : Shreeyukta ADHIKARI

Seconder : Pavitra RAVI

**Motion Carried.** 

## 4. Proposals

4.1. Heads of Clubs Semester 2 2025 Proposal

Move that the **Heads of Clubs Semester 2 2025 Proposal** be accepted.

Mover : Dhruv RANA

Seconder : Meghna MALLIK

**Motion Carried.** 

4.2. OSHC & Special Consideration Workshop 2025 Proposal

Move that the **OSHC & Special Consideration Workshop 2025 Proposal** be accepted.

Mover : Raunak RAGHAVAN

Seconder : Pavitra RAVI

**Motion Carried.** 

4.3. UMSUi 24/25 Committee Graduation Proposal



UMSUNTL Care for, Act for, Stand for International Students

## Move that the <u>24/25 Committee **Graduation Proposal**</u> be accepted.

Mover : Tejna Saravana KUMAR

Seconder : Daaksha NEGI

**Motion Carried.** 

4.4. Wellness Week Semester 2 2025 Proposal

Move that the **Wellness Week Semester 2 2025 Proposal** be accepted.

Mover : Kirsten ABUSTAN

Seconder : Suhas AGRAWAL

**Motion Carried.** 

## 5. Reports

5.1. ISA Recruitment July Intake 2025 Report

Move that the **ISA Recruitment July Intake 2025 Report** be accepted.

Mover : Meghna MALLIK

Seconder : Dhruv RANA

**Motion Carried.** 

5.2. Mental Health Week 2025 Report

Move that the **Mental Health Week 2025 Report** be accepted.

Mover : Nivetha SANKARASUBRAMANIAN

Seconder : Jonathan SONG

**Motion Carried.** 

5.3. Exam Pack Giveaway 2025 Report

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## Move that the **Exam Pack Giveaway 2025 Report** be accepted.

Mover : Eris Yee En NING Seconder : Suhas AGRAWAL

#### **Motion Carried.**

5.4. Winterfest Giveaway 2025 Report

## Move that the **Winterfest Giveaway 2025 Report** be accepted.

Mover : Kirsten ABUSTAN

Seconder : Neeya Ann SIBU

#### **Motion Carried.**

#### 6. Other Business

- 6.1. Working with HR
- 6.2. Working with MnM
- 6.3. Working with Treasurer
- 6.4. President's Instagram account
- 6.5. Graduate Director's official resignation
- 6.6. Reminder there will be catering from CCM#2 onwards

## 7. Next Meeting

## Move that **Standing Orders** be suspended at **6:20PM**

Mover : Tejna Saravana KUMAR

Seconder : Shamsul Arham AKHAND

## **Motion Carried.**

## Move that **CCM #1** be adjourned at 6:20PM

Mover : Suhas AGRAWAL

Seconder : Raunak RAGHAVAN



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**Motion Carried.** 

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## **Unconfirmed Minutes**

Emergency Central Committee Meeting #2 – Thursday 31st July 2025

Time : 17:20

Venue : Zoom

#### 1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance and apologies
  - Attendance 26 members

Late with Apologies

EXCO: Yuxuan LIU (Linda) Officers: Jeasy CHUNN

Absent with Apologies
EXCO: Qi Evelyn WANG
Directors: Kayven SATRIO

Officers: Olivia LIN, Irina ANANDA, Xin Huai LEE (Aceline)

## Motion 1

Move that **Standing Order**s be adopted for e**CCM #2** at **5:22PM**.

Mover : Isaac Hung Nguong HII

Seconder : Zhao He KOK

CARRIED without contention.

## 1.5. Adoption of Agenda

## Motion 2



Move that the **Agenda for eCCM #2** be adopted at **5:22PM** 

Mover : Isaac Hung Nguong HII

Seconder : Zhao He KOK CARRIED without contention.

## 2. Matters Arising from Previous Minutes

## 3. Confirmation of Previous Minutes

## Motion 3

Move that the minutes of CCM #12 be accepted and confirmed as a true and accurate

record.

Mover : Suhas AGRAWAL

Seconder : Damian NGUYEN

Motion Carried.

#### Motion 4

Move that the **Food Adventures Sem 2 2025 Proposal** be accepted.

Mover : Cornellius SALIM

Seconder : Shruthi Tharmia PRABHUSHANKAR

Motion carried.

## Motion 5

Move that the **Glovey's Get-Togethers 2025 Proposal** be accepted.

Mover : Isaac Hung Nguong HII

Seconder : Korakot SAINGAM (Kayden)



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## Motion carried.

## Motion 6

Move that the **ISA Recruitment August Sem 2 2025 Proposal** be accepted.

Mover : Shruthi Tharmia PRABHUSHANKAR

Seconder : Cornellius SALIM

Motion carried.

## Motion 7

Move that the **Big Day Out August Sem 2 2025 Proposal** be accepted.

Mover : Korakot SAINGAM (Kayden)

Seconder : Zhao He KOK

Motion carried.

## Motion 8

Move that the **CCM Catering Sem 2 2025 Proposal** be accepted.

Mover : Suhas AGRAWAL

Seconder : Jasmine LOW

## Motion 9

Move that the **Heads of Clubs Sem 2 2025 Proposal** be accepted.

Mover : Isaac Hung Nguong HII

Seconder : Damian NGUYEN

Motion carried.



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## 4. Other matters

## Motion 10

Move that Standing Orders for eCCM #2 be suspended at 5:39PM.

Mover : Ella Jiayu LIANG

Seconder : Shamika SHARMA

Motion carried.

## Motion 11

Move that eCCM #2 be adjourned at 5:40.

Mover : Jasmine LOW

Seconder : Isaac Hung Nguong HII

Motion carried.

Prepared by,

Kaelyn MIRANDA General Secretary 2025/26 UMSU International

## UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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## Heads of Clubs Semester 2 2025 Proposal

Central Committee Meeting #1 – Wednesday, 13th August

#### 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 2025, 4:00 – 6:00 PM

Venue : TBD

Number of Attendees :  $60 \sim 90$ 

Coordinators : Whitney YEUNG, Dhruv RANA, Keyur GOHEL

Manpower : Coordinators & 1 OB from each department (preferably

Directors) & 4 ISAs

Budget : \$1100.00

#### 4. Event Timeline

Wk#	Date	Activity	Descriptions	PIC
	Pre-event Preparations			
3	18 <sup>th</sup> August	Present Proposal	- Present proposal during CCM	Whitney YEUNG
N/A		Prizes	- Contact UMSU Advertising Officer about prizes available to use during the event	Whitney YEUNG



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2	August 6 <sup>th</sup> – 10 <sup>th</sup>	Logistics	<ul> <li>Book venue</li> <li>Contact and order food from Vendors</li> <li>Ticketing link from CME Help Desk</li> <li>Task sheet for ISAs</li> </ul>	Whitney YEUNG, Keyur GOHEL
2	August 10 <sup>th</sup> – 13 <sup>th</sup>	Promotion	<ul> <li>Notify M&amp;M about promotion at least 2 weeks prior to promotion period</li> <li>Arrange social media promotion for the event via UMSU International socials</li> <li>ISA Publicity Hours</li> <li>Brief ISAs on event requirements (including food handling)</li> </ul>	Whitney YEUNG, Keyur GOHEL
2	August 10 <sup>th</sup> – 13 <sup>th</sup>	Department Slides	<ul> <li>Notify committee about slides</li> <li>Finalise and compile slides</li> </ul>	Dhruv RANA
2	August 12 <sup>th</sup>	Participants	<ul> <li>Write email drafts for clubs</li> <li>Invite participants</li> <li>Confirm number of participants and dietary requirements</li> </ul>	Whitney YEUNG, Keyur GOHEL
3	August 16 <sup>th</sup> – 20 <sup>th</sup>	Logistics #2	<ul> <li>Buy Drinks and Supplies</li> </ul>	Dhruv RANA
4	August 18 <sup>th</sup> – 20 <sup>th</sup>	Feedback Form	- Create feedback form to be used on the day post- event	Whitney YEUNG
			Event Day	
5	August 28 <sup>th</sup>	Heads of Clubs Event	(Written in event flow down below)	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
6	September 3 <sup>rd</sup> -8 <sup>th</sup>	Report	Writing and filling out the report	Whitney YEUNG
6	September 10 <sup>th</sup>	Present Report	Present report in CCM	Whitney YEUNG
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## **Event Flow**

Time	Activity	Details	PIC
3.00 PM	Event Preparation	- Chairs	Whitney YEUNG,
		<ul> <li>Utensils and tables set up</li> </ul>	Dhruv RANA,
		<ul> <li>Getting presentation ready</li> </ul>	Keyur GOHEL
		- OBs arrive	
		- ISAs help	
		<ul> <li>Arrange food delivery</li> </ul>	



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4.00 PM	Introduction	<ul> <li>Participants arrive</li> <li>Introduction of event</li> <li>Participants can take drinks</li> <li>ISAs hand out appetisers and label main foods</li> </ul>	Whitney YEUNG
4.00 - 5.00 PM	Presentations	<ul> <li>Exco presentation</li> <li>Department presentations</li> <li>Order:         <ul> <li>President</li> <li>Vice president + E&amp;W,</li> <li>Vice president + C&amp;S,</li> <li>Vice president + M&amp;M,</li> <li>HR</li> <li>P&amp;S + Treasure + Grants</li> </ul> </li> </ul>	Whitney YEUNG
5.00 - 5.30 PM	End of Event	<ul> <li>Thank participants for coming</li> <li>Instruct ISAs to ask participants to fill out feedback form</li> </ul>	Whitney YEUNG
5.30 - 6.00 PM	Networking and Eating	<ul> <li>ISAs and OBs will help to distributing food to participants and other OBs</li> <li>OBs and participants network and interact</li> <li>Feedback from in break</li> </ul>	Whitney YEUNG, Dhruv RANA, Keyur GOHEL
6.00 - 6.30 PM	Clean Up	<ul> <li>ISAs and P&amp;S department clean up once all participants leave</li> </ul>	Whitney YEUNG

## 5. **Budget**

A total of **\$1100** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$800	\$800
Beverages	1	\$172	\$110
Napkins: 100 serviettes Coles	2	\$1.00	\$2.00
Gloves	1	\$8	\$8
Miscellaneous	-	-	\$180.00
TOTAL	\$1100.00		

## 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-emphasis our services and features that might prove useful to clubs,

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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 2025. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Whitney YEUNG Partnership and Sponsorship Department 2025/26 UMSU International

OSHC & Special Consideration Workshop 2025 Proposal

Central Committee Meeting #1 – Wednesday, 13th August

1. Introduction

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Many international students lack knowledge regarding the details of their Overseas Health Insurance Cover in Australia, such as how it works and what they can claim from their insurance cover. As such, many of them do not know where to turn to or how to make use of their healthcare insurance when they are ill. To tackle this issue, we plan to hold a OSHC and Special Consideration Workshop to help international students gain knowledge and familiarise themselves with the Australian healthcare system and their healthcare insurance cover. In addition to this, we also aim to help students better understand the Special Consideration process at the university, how it works, and how they can utilise it during times when they require extra support when they are ill.

#### 2. **Objectives**

This event aims to: provide students with knowledge about their healthcare insurance and what benefits they are eligible for, so that they may be able to make use of it when necessary.

#### 3. Event Details

Date : Friday, 29th August 2025 [12:00pm-2:00pm] (TBC)

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

Number of Attendees : 60-90, with a limit of 120

Coordinators : Irina ANANDA, Pavitra RAVI, Corlynn TNG, Sirong LIU

Manpower : 4 Committee Members & 3 ISAs (including coordinators which

consists of 2 Committee Members and ISAs)

Budget : \$300

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#### 4. Event Overview

The OSHC and Special Consideration Workshop will consist of an information session and a Q&A. In this information session, a speaker from BUPA will give a presentation to students, explaining details regarding their Overseas Student Health Cover, such as what it covers and how they can make use of it. This will be followed by a 10-minute Q&A session, where students will get the chance to ask the speaker questions. This will be followed by another information session by a second speaker.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 60-90, with a ticket registration limit of 120. Students who are interested in this workshop will need to register through a *TryBooking* link. Students who signed up will get the booking confirmation and will be emailed 24 hours prior to the workshop.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC		
	Pre-event Preparations					
2	4 <sup>th</sup> August	Open Teamwork	Contact CME	Pavitra		
2	4 <sup>th</sup> August	Contact the speaker	One speaker from BUPA, another from Stop 1	Pavitra, Irina		
2	4 <sup>th</sup> August	Contact M&M – fill in design form	Contact M&M to help out with publicity	Sirong		
4	August	Ticket Registration	Organise ticket registration with CME	PICs		
3	August	Request ISAs	Request ISAs with HR	Corlynn		
5	August	Create feedback form	Create feedback form questionnaire	Sirong		
Event Day						
5	29 <sup>th</sup> August	OSHC Workshop	Brief ISAs on the day and supervise running of event	All coordinators		
Post Event						
5	29 <sup>th</sup> August	Feedback form	Ask attendees to fill it out	ISAs		



7	September	Complete report	Submit and present in CCM	All	Ì
				coordinators	

## **Pre-event**

- Reached out to HPP for speakers from Bupa
- Reached out to Stop 1 team for speakers on special consideration
- Submit ISA request to HR
- Request designs and promotion from MnM

## **Event Day**

## **Event Flow**

Time	Activity	Details	PIC
3:00pm- 3:15pm	Set up	ISA meet up	All coordinators and speaker
3.15pm- 3.30pm	IT Preparation	Prepare speakers and any necessary IT on the day	All coordinators
3.30pm- 3.50pm	Information Session: Speaker from BUPA	Details regarding the OSHC	All coordinators
3.50pm-4pm	Q&A Session	Speaker from Bupa will answer questions from students	All coordinators
4pm-4.30pm	Information Session 2: special consideration	Stop 1 special consideration team	All coordinators
4.30pm- 4.40pm	Q&A Session	Speaker from Stop 1 will answer questions from students	All coordinators
4.40pm-5pm	Snacks	Pizza for attendees	All coordinators + ISAs
5pm	Wrap up	Ask attendees to fill in feedback form	ISAs

## **Post Event**



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• Compile responses from feedback form and create an event report

## 6. **Budget**

A total of \$300 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker	2	\$0	0.00
Food	1	\$250	\$250.00
Miscellaneous		\$50	\$50.00
TOTAL			300.00

## 7. Conclusion

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

Prepared by,

Irina ANANDA Education Department 2025/26 UMSU International



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## UMSU International (24/25) Committee Graduation

Central Committee Meeting #1 - Wednesday, 13th August 2025

#### 1. Introduction

The UMSU International (24/25) Committee Graduation happens every year at UMSU International to serve as a collegiate way to conclude the year as a cohort, in the same manner that UMSU International tries to conduct its day-to-day operations in a collegiate manner. At the graduation, certificates of recognition, signed by the Deputy Vice-Chancellor (Global, Culture, and Engagement), will be handed out to our committee members.

## 2. Objectives

The objective of this event is to:

- Promote UMSU International's events and initiatives to students
- Become an opportunity for students to engage with committee members and share their voices/experiences
- Become an opportunity for both committee members and students to make social connections
- Encourage the continuation of UMSU International values after graduating the committee

#### 3. Event Details

Date : Monday, 1st September 2025 [6-9pm]

Venue : TBC

Number of Attendees : 60-80

Coordinators : Jesslyn ANDRIONO, Yuxuan LIU, Korakot SAINGAM, Zhao He

KOK, Evelyn WANG, Seoyoun KIM

Budget : \$4000

#### 4. Event Overview

The event will start with a committee dinner and is followed by activities such as distributing the certificates, a self-funded secret Santa activity, and a letter writing activity. At 7:30pm the event will start to be open to all international students who want to attend.

#### 5. Event Timeline

Wk	Date	Activity	Descriptions	PIC
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	Pre-event Preparations					
	15-25 August 2025	Prepare for activity	Buy envelopes, paper, and stationary. Order stickers.	Yuxuan LIU		
	15-25 August 2025	Prepare for DIY Photobooth	Buy appropriate decorations	Zhao He KOK		
	15-25 August 2025	Plan for secret santa	Confirm attendees, delegate secret santas	Evelyn WANG		
	18 August 2025	Book Venue	Contact and book venue, finalizing orders	Jesslyn ANDRIONO		
	18-25 August 2025	Payment	Making the payment to the venue	Seoyoun KIM		
	1 September 2025	Run Event	Conduct dinner, run activities, and mingle with attendees	ALL		

## **Event Flow**

Time	Activity	Details	PIC
1 September 2025, 6-7pm	Dinner	Seated Dinner (Comm only)	Jesslyn ANDRIONO
1 September 2025, 7pm-7:30pm	Activities	Letter writing, secret santa, giving certificates	Korakot SAINGAM
1 September 2025, 7:30pm-9pm	Light Snacks	Open to all, mingle with attendees	ALL

## 6. **Budget**

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

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)
Paper, Envelopes, and Stationary	40	5	200
Stickers	150	0.5	75



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Committee Catering	40	65	2600
Light Snacks	60	15	900
Miscellaneous Decoration			225
TOTAL	4000		

## 7. Conclusion

This concludes our proposal for the UMSU International (24/25) Committee Graduation. Please do not hesitate to contact the Executive Committee (24/25) should you have any queries.

Prepared by,

Jesslyn ANDRIONO Qi Evelyn WANG Executive Committee 2024/25 UMSU International



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## Wellness Week Semester 2 2025 Proposal

Central Committee Meeting #1 – Wednesday, 13th August

#### 1. Introduction

The UMSUi Welfare Department will be holding Wellness Week as part of our ongoing efforts to support the wellbeing of international students at the University of Melbourne. Wellness Week will be held in Week 6 of Semester 2, and the aim of this event is to encourage students to take care of their mental, physical, and emotional wellbeing. We are reaching out to key stakeholders, including the University Health Promotion Program (HPP), The Dax Centre, and MU Sport, to explore collaborations in delivering wellbeing-focused initiatives that empower and encourage students to prioritise their health. Our planned events currently include Art Therapy Workshop with The Dax Centre, Workout Session led by an instructor from MU Sport, Physiotherapy Wellness Talk in collaboration with a physiotherapist from MU Sport and Animal Therapy Session with Miracle Paws, a Melbourne-based non-profit organisation that provides therapy dogs to support individuals' emotional wellbeing. We believe Wellness Week will provide much-needed support for students, helping them to manage stress and maintain balance as they navigate the fatigue of the academic workload.

## 2. **Objectives**

- Promote holistic wellbeing among international students by encouraging them to prioritise their mental, physical, and emotional health
- To promote UMSU International as a supportive body and foster a sense of belonging and support among international students through inclusive, engaging initiatives
- Raise awareness of the various support services and wellbeing resources available both on and off campus that may benefit international students.
- To help students manage academic stress by providing stress-relief activities and practical events to support a healthy study-life balance during the mid-semester period.

#### 3. Event Details

Date : Week 6 (01st - 05th September 2025)

Venue : Various (TBD)

Number of Attendees : Depends on the event; roughly 35-40 for Each Event

Coordinators : Daaksha NEGI, Irina ANANDA, Jane CHEN, Elaine YE, Roger CAO,

Meghna MALLICK, Amanda LI

Manpower : All the coordinators + 6 ISAs (spread across the days)

Budget : \$3000.00

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#### 4. Event Overview

Wellness Week will be a week-long initiative featuring a range of engaging and educational events. Highlights include an Art Therapy Workshop with The Dax Centre, a Workout Session led by an MU Sport instructor, a Physiotherapy Wellness Talk by a physiotherapist from MU Sport, and an Animal Therapy Session with Miracle Paws.

## 5. Event Timeline

Wk#	Date	Activity	Descriptions	PIC	
	Pre-event Preparations				
2		Planning and creating proposal	- Writing proposal	Irina ANANDA, Daaksha NEGI	
3		Planning for MU sport session	<ul><li>Contact MU sports</li><li>Book Venue</li></ul>	Irina ANANDA, Amanda LI	
3		Planning for Dax Gallery exhibition tour	<ul> <li>Contact Venue for Booking Tour</li> </ul>	PICs	
3		Planning for Animal Therapy Event	- Contact Venue for Booking	Daaksha NEGI, Jane CHEN, Roger CAO	
3		Request ISAs	- Request ISAs for each event	PICs	
2		Request MnM for design	- Poster design	PICs	
2-5		Planning for Events	- Order Food & Beverages	PICs	
5		Open ticketing	- Open registrations for events	PICs	
6		Feedback forms	<ul> <li>Create feedback forms for the different events throughout the week</li> </ul>	PICs	
Event Day					
6		Run events	<ul><li>Run MU Sport session</li><li>Run Dax Art Therapy Session</li><li>Run Animal Therapy Event</li></ul>	All Coordinators	
Post Event	Post Event				
6		Feedback	- Collect feedback from participants after each event	PICs + ISAs	



#### **Event Outline**

- Mental Health Week will run across the entire week with the current proposed events:
  - $ot\subset$  Tues  $\Rightarrow$  DAX Art Therapy Session
  - $\not\subset$  Wed  $\Rightarrow$  MU Sport Session
  - $\subset$  Thurs  $\Rightarrow$  Animal Therapy Event with Mircale Paws

## 6. **Budget**

A total of \$3000.00 has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
	DAX Art Therapy	Session	
1hr private session	1	1000	\$1000
	MU Sport Ses	sions	
Group session	2	\$300	\$600
Various Food & Beverages	50	\$8	\$400
	Animal Therapy	Session	
Hire Fee	2	350/h	700
Miscellaneous	1	300	300
TOTAL			\$3000.00

## 7. Conclusion

The Welfare Department recognises that many students face various challenges throughout their university journey, whether related to emotional, physical, or mental wellbeing. We aim to advocate for and raise awareness within the international student community, encouraging students to prioritise their health and wellbeing. This week-long event will offer essential support and resources, empowering students to seek the help they need to improve their overall welfare. Our program will support students in managing stress and maintaining balance as they navigate the demands of academic life.

This concludes our proposal for the Wellness Week 2025. Please do not hesitate to contact the Welfare Department should you have any queries.



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Prepared by,

Daaksha NEGI, Irina ANANDA Welfare Department 2024/25 UMSU International



## ISA Recruitment July Intake 2025 Report

Central Committee Meeting #1 - Wednesday, 13th August, 2025

#### 1. Introduction

The ISA Recruitment 2025 is divided into two parts: July Intake and AugustIntake (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, 2025.

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, 2025.
- Recruit around 25 ISAs out of 71 applications for the July Intake.
- To gain manpower for events during Semester 2, 2025 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 2025/26.

#### 3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
	Pre-eve	nt Preparations	
22/5/2025 - 21/6/2025	Contact M&M and Start Teamwork	Contact CME and Start Teamwork for ISA Recruitment Promotion Posters	Kaelyn MIRANDA, Suhas AGRAWAL,
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
23/6/2025 - 1/7/2025	Open ISA Application	Application will be opened to all University of Melbourne's students	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten



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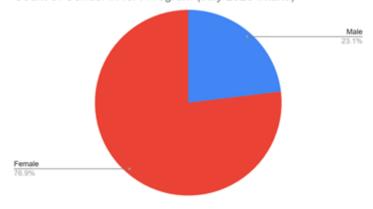
			ABUSTAN
24/6/2025 - 1/7/2025	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
4/7/2025 - 6/7/2025	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
7/7/2025	Send Emails	Send out acceptance and rejection emails for candidates	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
12/7/2025	Big Day Out	A welcoming and induction event for ISAs	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

## 4. Application Results and Statistics (July 2025 Intake)

Out of 71 applicants, 41 candidates had attended the interviews. For the July term, the HR department has selected 25 ISAs. Here are the statistics of the ISAs:

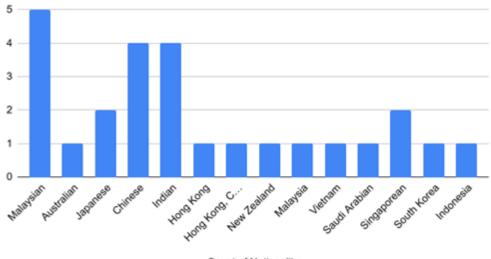
## a) Gender





## b) Nationality

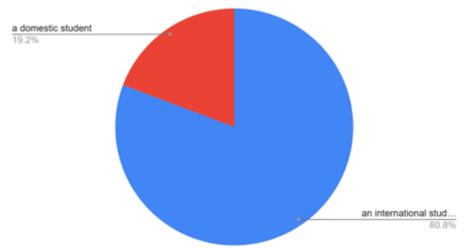
## Count of Nationality in ISA Program (July 2025 Intake)



Count of Nationality

## c) Student Status (Local/International Student)

Count of Student Status in ISA Program (July 2025 Intake)

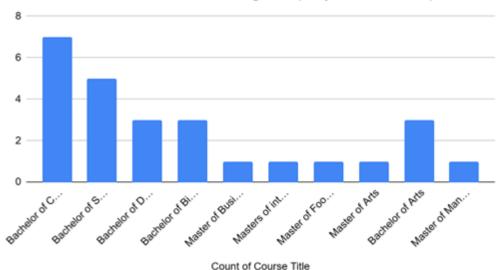


## d) Onshore/Offshore

All of the ISAs recruited in this intake are onshore.

e) Course Title

## Count of Course Title in ISA Program (July 2025 Intake)



## 5. Expenditure

A total of **\$125** have been allocated for this event, and the total actual expenditure for this event is **\$125**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	12500	125.00	125.00
TOTAL			125.00	125.00
Surplus				0.00

#### 6. Conclusion

This concludes our report for the ISA Recruitment July 2025 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Suhas AGRAWAL Human Resources Director 2025/26 UMSU International

## UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

UMSUNTL Care for, Act for, Stand for International Students

## Central Committee Meeting #1 – Wednesday, 13th August

#### 1. Introduction

This report summarises Mental Health Week 2025, which covered the period from 20<sup>th</sup> May – 22<sup>nd</sup> May 2025 in week 11. Mental Health Week was held by UMSUi Welfare Department with the aim to improve mental health for international students in the University. Several sub-events were included in this week, such as Health Promotion Program, Yoga, Dax Gallery and Cat Cafe.

#### 2. Event Details

Date : Week 11 (20th - 22nd May)

Venue : Multiple Venues (Nona Lee Sports Centre; Cat Cafe Melbourne

and Dax Gallery)

Number of Attendees : Depends on the event;

49 for Cat Cafe Excursion, 23 for Dax Gallery Exhibition Tour, 24

for Yoga session

Coordinators : Cornellius SALIM, Daaksha NEGI, Jasmine Qawiemah MATAKIM

LEONG, Yuxuan LIU

Manpower : All the coordinators

Budget : \$3200.00

#### 3. Event Overview

Mental health week was a three-day long initiative that had both engaging and educational events running throughout the week. Events included a Yoga Session led by an MU sports Instructor, a Dax Gallery Exhibition Tour, and a Cat Cafe Excursion.

#### **Event Timeline**

Wk#	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5		Planning and creating proposal	- Writing proposal	Daaksha NEGI
6		Planning for Yoga session	<ul><li>Contact MU sports for Yoga</li><li>Instructor</li><li>Book Venue for Yoga Session</li></ul>	Cornellius SALIM



## UMSUINTL Care for, Act for, Stand for International Students

_			
6	Planning for Dax Gallery exhibition tour	– Contact Venue for Booking Tour	Qawiemah MATAKIM LEONG
6	Planning for Cat Cafe Event	- Contact Venue for Booking	Daaksha NEGI
7	Request ISAs	- Request ISAs for each event	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
7	Request MnM for design	- Poster design	
8	Planning for Events	- Order Food & Beverages	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
9	Open ticketing	- Open registrations for events	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
10	Feedback forms	- Create feedback forms for the different events throughout the week	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
<b>Event Day</b>			
11	Run events	<ul> <li>Run Yoga session</li> <li>Run Dax Gallery Exhibition Tour</li> <li>Run Cat Cafe Event</li> <li>Run Mental Health First Aid</li> <li>(MHFA) Training with CAPS</li> </ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM, Yuxuan LIU
Post Event	;		
11	Feedback	- Collect feedback from participants after each event	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
11	Report		Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM

## **Event Outline**

• Mental Health Week will run across the entire week with:

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## **Event day flow**

## International Brekkie with Health Promotion Program

Time	Activity	Details	PIC
9 – 9:15am	Set up	<ul> <li>Set up International         Brekkie as usual     </li> <li>HPP set up their own table</li> </ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
9-9:30am	Event	- HPP give out resources and talk to students	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM
9:30-10am	Pack up	- Pack up International Brekkie event as usual	Daaksha NEGI, Qawiemah MATAKIM LEONG, Cornellius SALIM

## Yoga Session at MU Sports

Time	Activity	Details	PIC
9:45 – 10 am	Set up	<ul> <li>Bring banner from lounge</li> <li>Set up the registration</li> <li>MU Sports set up their own table</li> </ul>	Qawiemah MATAKIM LEONG, Cornellius SALIM
10 – 11 am	Event	- Students do yoga with yoga instructor	Qawiemah MATAKIM LEONG, Cornellius SALIM
11 - 11:15 am	Pack up	<ul> <li>Give drinks to students         once they filled out         feedback form</li> <li>Return banner to lounge</li> </ul>	Qawiemah MATAKIM LEONG, Cornellius SALIM

Time	Activity	Details	PIC
3:45 – 4 pm	Set up	<ul><li>Bring banner from lounge</li><li>Set up the registration</li><li>MU Sports set up their own table</li></ul>	Daaksha NEGI, Cornellius SALIM



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4 – 5 pm	Event	-	Students do yoga with yoga instructor	Daaksha NEGI, Cornellius SALIM
5 – 5:15 pm	Pack up	-	Give drinks to students once they filled out feedback form Return banner to lounge	Daaksha NEGI, Cornellius SALIM

## **Dax Gallery Exhibition Tour**

Time	Activity	Details	PIC
10.30 - 11 am	Set up	<ul> <li>Bring banner from lounge to Dax Gallery</li> <li>Set up the registration booth</li> </ul>	Qawiemah MATAKIM LEONG
11 am -12:30 pm	Exhibition Tour	<ul><li>Check in registrations</li><li>Tour commences</li></ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG
12 :30 pm	Check out & Pack up	<ul> <li>Feedback Form and Give out vouchers</li> <li>Pack up</li> </ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG, Yuxuan LIU

## Cat Cafe Event Session 1

Time	Activity	Details	PIC
2.40 - 3 pm	Set up	<ul> <li>Bring banner from lounge to Cat Cafe Melbourne</li> <li>Set up the registration booth</li> </ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG,
3 –4 pm	Cat Cafe Session	- Session commences	Daaksha NEGI, Qawiemah MATAKIM LEONG
4 pm	Check out & Pack up	<ul> <li>Ask Participants to complete Feedback Form</li> <li>Pack up</li> </ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG

## Cat Cafe Event Session 2

Time	Activity	Details	PIC
3.40 - 4 pm	Set up	- Bring banner from lounge to Cat Cafe Melbourne	Daaksha NEGI, Qawiemah MATAKIM LEONG,



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		- Set up the registration booth	
4 – 5 pm	Cat Cafe Session	- Session commences	Daaksha NEGI, Qawiemah MATAKIM LEONG
5 pm	Check out & Pack up	<ul><li>Ask Participants to complete Feedback Form</li><li>Pack up</li></ul>	Daaksha NEGI, Qawiemah MATAKIM LEONG

#### 4. Reflection

#### Attendance

- Attendance varied across the events
  - o Cat Cafe: most or all the participants who signed up showed up. This event was particularly popular given the nature of the event, as many students were interested in going to the cat cafe.
  - o Dax Gallery: Attendance was relatively low. There were also timing challenges where participants either arrived after the tour had started or had to leave early. However, the timing for the event was miscommunicated to participants so this may have played a role as well.
  - o MU Yoga Sports: Attendance was quite low despite our reminder emails and due to little traffic around the area, so there were little to no walk ins
- Based on past experiences with other welfare events, we emailed participants with reminders of the events they signed up for. However, this did increase or ensure participants arrived at the event. The system we used of emailing could also be made more streamlined.
- We incorporated waitlisting but encountered some issues with the waitlist method we used, where we would email students when spots opened. It was hard to keep track of who we have contacted, and this led to a miscommunication with one of the participants showing up at the Cat Cafe when capacity was full

#### ISA numbers

No ISAs were requested for the events as majority of specific event logistics and execution
was managed by the OB's organisations/individuals we were working with. This was due to
our collaborations mainly centred around the services they offered (i.e. the Cat Cafe private
booking, Dax Gallery Tour and hiring a yoga instructor with MU sports).

#### 5. Feedback

• Overall positive feedback from participants

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- Many students particularly enjoyed the yoga and cat cafe sessions
- Many students also suggested having more food at the event, as we only provided drinks during the yoga session and food vouchers at Dax Gallery

## 6. Suggestions

#### **Waitlisting**

- As some of welfare events are particularly popular and show ups can be unpredictable, we recommend coming up with a sustainable and efficient waitlisting system. We found emailing participants individually difficult to keep track of so perhaps finding a way to contact participants more easily would help.
- An ongoing issue for some welfare events is the number of show ups based on those who signed up. Like previous events, the welfare team may need to come up with a way to ensure participants show up at the events they signed up for to ensure as many students are able to participate as possible.

#### Cat Cafe

• This was the most popular event, so we highly recommend repeating this.

#### Dax Gallery

• Feedback from the Dax Gallery tour guide was that they feel that having a debrief at the end of the sessions would be beneficial. This was suggested as many students had to leave early and because of the potentially emotionally confronting nature of the artwork.

#### **MU Yoga Sports**

• Location for yoga could be improved. Due to low visibility of the location (MU Sports Centre), the traffic around the area was low and this provided less opportunities for walk ins. We suggest looking into Market Hall and perhaps collaborating with the Physiotherapy clinic at MU Sports to aid with this.

#### 7. Budget

A total of \$3000.00 had been allocated for this event, and the total actual expenditure for this event is \$ with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)		
Cat Cafe Melbourne					
1hr private session	2	\$592.25	\$1,184.50		
Dax Gallery Exhibition Tour					



## UMSU NTL Care for, Act for, Stand for International Students

Group Tour – 1hr session (21st May)	1	\$412.50	\$412.50
Food & Beverages	30	\$12	\$360
	MU Yoga Spo	orts	
Instructor Fee + Venue Hire Fee	2	\$55	\$110
Beverages	25	\$22	\$550
Miscellaneous	0	\$0	\$0
TOTAL			\$3000.00
Surplus	\$1567.5		

#### 8. **Conclusion**

This concludes our report for Mental Health Week 2025. Overall, the event received positive feedback and was successful in creating a fun space where students could come and destress.

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

## Prepared by,

Daaksha NEGI, Qawiemah MATAKIM LEONG and Cornellius SALIM Welfare Department 2024/25 UMSU International

## UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

UMSUINTL Care for, Act for, Stand for International Students

## **Exam Pack Giveaway 2025 Report**

Central Committee Meeting #1 - Wednesday, 13th August

#### 1. Introduction

This report summarises the Exam Pack Giveaway Sem 1 2025, which covers the period of Monday, 2<sup>nd</sup> June 2025.

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 : Monday, 2<sup>nd</sup> June 2025

Venue : Amphitheatre

Number of Attendees : 840 Students

Coordinators : Yuxuan LIU, Aeri Aisyah RAKHMADANI

Manpower : 7 OBs (from Welfare) & 28 ISAs (14 per shift)

Budget : \$8000

#### 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
#				



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7	Week 6	Venue booking	<ul> <li>Reached out to CME to book</li> <li>Amphitheatre</li> </ul>	Yuxuan LIU, Aerizqa A. RAKHMADANI
7	07/05	Planning/Budgetin g	<ul> <li>Initial meeting to plan out budget and items to purchase</li> </ul>	Yuxuan LIU, Aerizqa A. RAKHMADANI
8	07/05	Contact sponsors	<ul> <li>Reach out to sponsors to ask for event support/sponsorship</li> </ul>	Ella LIANG, Laavanya YADAV, Yuxuan LIU, Aerizqa A. RAKHMADANI
9	07/05	Contact M&M	- Discuss with M&M on promotions	Aerizqa A. RAKHMADANI
10	07/05	Request ISAs	- Ask HR for ISAs	Aerizqa A. RAKHMADANI
11	13/05	Event planning	<ul><li>Write and present proposal</li><li>Finalising event details</li></ul>	Yuxuan LIU, Aerizqa A. RAKHMADANI
12	20/05	Logistics	<ul> <li>Start finalising and ordering items to be included in the giveaway</li> </ul>	Yuxuan LIU, Aeri Aisyah RAKHMADANI
13	30/05	Collect stock	<ul> <li>Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered</li> </ul>	Whole Welfare Team
14	31/05	Feedback forms	- Create feedback forms for the event	Aerizqa A. RAKHMADANI
		Even	t Day	
	02/06	Run event	<ul><li>Set up tables and marquees</li><li>Give out items to students</li></ul>	Whole Welfare Team



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02/06	Pack up	-	Put away equipment and	Whole Welfare
			throw out rubbish	Team

## **Pre-event**

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

## **Event Day**

## **Event Flow**

Time	Activity	Details	PIC
9.30AM - 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

#### 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 840 students who attended this event, which was just what we expected.

#### 6. Feedback

## UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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#### 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.
- Continue using the excel sheet to check-in student ids to prevent students re-taking items
- Leave sufficient time to contact Muji, as they require pick-ups only and stocks run out fast, and make sure we have transport to pick up the products
- 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.
- We suggest partnering up with Hungry Panda again as they are a popular attraction for students. However, clearly communicate expectations with the UMSU Events team, especially regarding free items like bubble tea, as they were not provided at this event. Instead, there were plushies and other merch, which did not interest the students.
- Use clear signage to indicate the presence of two booths to help manage and even out queues
- 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 casuals were not necessary.
- Make sure to choose a delivery time where welfare members are available to pick-up the items to avoid re-scheduling or any other complications.

#### 6. **Budget**

A total of \$8000 have been allocated for this event, and the total actual expenditure for this event is \$7684 with the breakdown as listed below:



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Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Muji 0.38mm pens (cap type – 10PK)	20	\$23.5	475.00	\$8,000.00
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	
Indomie (5PK)	160	\$3.95	632.00	
Up & Go (12PK)	58	\$17.5	1015	
Carman's oat slices (5PK)	150	\$6.20	930	
Oreo mini cookies multipack (10PK)	70	\$5	350.00	
Smith's mix variety (20PK)	10	\$8.9	89.00	
Red Rock Deli multipacks variety (10PK)	20	\$8.90	178.00	
Pocky (8PK)	50	7.5	375	
Cadbury Favourites (520g)	11	10	110	
Recycle Bin + Waste bin	1	\$120	120	
TOTAL			\$6644.00	\$8,000.00
Surplus/Deficit			\$1356	



#### 9. **Conclusion**

This concludes our report for the Exam Pack Giveaway 2025. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Daaksha NEGI, Aeri Aisyah RAKHMADANI Welfare Department 2024/25 UMSU International

## Winterfest Giveaway 2025 Report

Central Committee Meeting #1 – Wednesday, 13 August 2025

#### 1. Introduction

This report summarises the Winterfest Giveaway which covers the period of  $22^{nd}$  and  $23^{rd}$  July 2025. The Cultural and Social department will be handing out drinks, umbrellas and UMSU intl merch. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

#### 2. Event Details

Date : Tuesday and Wednesday, 22<sup>nd</sup> - 23<sup>rd</sup> July 2025

## UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

UMSUNTL Care for, Act for, Stand for International Students

Venue : Open ground, behind building 168

Number of Attendees : 800

Coordinators : Shreeyukta ADHIKARI

Manpower : 4 ISAs (including coordinators which consists of 6 OBs)

Budget : \$500

## 3. Event Overview

This event consists of distributing drinks, umbrellas and UMSU intl merch

## 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
0	7 <sup>th</sup> July	Finalize the giveaway items	Finalize the giveaway items and place an order	Shreeyukta ADHIKARI
0	22 <sup>nd</sup> July/23 <sup>rd</sup> July	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Shamsul Arham AKHAND
0	22 <sup>nd</sup> July/23 <sup>rd</sup> July	Distribution	For each shift the team consists of 4 ISAs who will distribute the items and engage with new students	Shreeyukta ADHIKARI

#### **Pre-event**

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

## **Event Flow**

Time	Activity	Details	PIC
10:30AM- 10:45AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the drinks, plushy and merch after confirming students have followed UMSUi social media page + take attendance of ISAs	Shreeyukta ADHIKARI
10:45AM- 11:00AM	Set up	Setting up banner and tables	Shamsul Arham AKHAND



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11:00AM- 2:00PM	Distribution	Giving drinks, umbrellas and merch while engaging with students	Neeya Ann SIBU
2:00PM- 2:15PM	Pack down	Clean and pack down the area	Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Neeya Ann SIBU, Tejna SARAVANA KUMAR

#### 5. Reflections

#### **Attendance**

- More than 500 students came to the giveaway, The location was easily noticed by the students as it was in the center of porter's lane with other prominent UMSU stalls.
- The lack of promotional materials caused hinderances to visibility and awareness.

#### 6. Feedback

- Budget could be improvised and helped in fitting more variety of items.
- The event clashed with the handover process from the outgoing committee to the incoming committee which restricted better and efficient planning with items such as snack packs etc.

#### 7. Suggestions

• The handover procedures and protocols can be initiated earlier for the incoming committee so efficient planning and preparation can take place.

#### 8. **Budget**

A total of \$500 have been allocated for this event, and the total actual expenditure for this event is \$498 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Drinks	540	0.899	485.00	500.00
Miscellaneous	1	13.00	13.00	0
TOTAL		498.00	500.00	
Surplus/ Deficit		2.00		

# UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL UMSUINTL Care for, Act for, Stand for International Students

#### 9. Conclusion

This concludes our report for the Winterfest giveaway report 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

## Prepared by,

Raunak Raghavan Cultural and Social Department 2025/26 UMSU International

## 6. Other Business

- Working with HR
- Working with M&M
- Working with Treasurer
- Graduate Director resignation
- President Instagram account
- CCM Catering reminder

## 7. Next Meeting

CCM #2

Date : Wednesday, 27th August 2025 (17:30)

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