Student Clubs and Societies Information Handbook
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As of October 2016 the Student Clubs and Societies club room is closed.

Works are underway in Old Engineering North Wing for many changes that will take place in 2017. There will be no alternative room or space available until the expected completion in Semester 2, 2017. This new area will provide some storage space for student clubs and societies along with bookable meeting rooms, open meeting spaces, seating and other amenities that will be for graduate students. It is a space you will be most impressed with.
PURPOSE OF THIS BOOKLET

This booklet will provide Melbourne School of Engineering (MSE) Student Clubs and Societies with useful information regarding funding, room bookings and more.

Student Clubs and Societies are required to submit an outlined plan of events for both Semester 1 and 2 of each year included in their online funding applications.

Clubs and Societies will be informed via email prior to each semester when online applications are open along with when they are due in. Therefore it’s important you watch out for this email.

The purpose of this planning strategy is so the School can better support Clubs and Societies so events run smoothly, have appropriate support and to avoid a clash with other university proceedings. Each event must comply with the following criteria:

Inclusive of all relevant Engineering Students
If for example your club or society is for ‘Electrical Engineering Students’ you must be inclusive of all students studying in the relevant stream who are wishing to become members or join in events.

Consistent reporting of events proceedings such as successes and areas for improvement
After each event the Club President will be responsible for reviewing the event and informing the Student Enrichment Team, Academic Support Office on what worked and areas for
improvement for the next event. This is done via the online Invoice submission.

**Consistent reporting of statistics on attendance such as number and type of guests**

After each event the Club President will be responsible for recording the amount of guests who attended on the attendance sheet and noting how many students, staff and external stakeholders were present. This information is required at the time you are submitting your online invoice for an event (UMSU attendance lists can be used) [http://umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-attendance-list.pdf](http://umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-attendance-list.pdf)

**Prompt thank you email to external attendees**

After each event the club president should contact VIP’s/Industry/Alumni to thank them for their attendance.

**Careers and industry**

If you are holding an industry or networking night or want to involve external organizations, it’s important you liaise with Michelle Bellino, Student Enrichment [michelle.bellino@unimelb.edu.au](mailto:michelle.bellino@unimelb.edu.au)

**Combined Events**

We encourage all clubs to discuss with each other what events/workshops they are planning to run so we do not have duplication of events. If clubs do run an event together (e.g. Welcome BBQ) we ask that one club submits an application for funding on behalf of the other clubs involved.
WHAT CAN THE ACADEMIC SUPPORT OFFICE – STUDENT ENRICHMENT DO FOR CLUBS AND SOCIETIES?

- Provide possible funding to go towards your events/workshops.
- Invite clubs and societies to meetings to provide updates and advise of any new processes.
- Access to a “Student Clubs and Societies only” room booking system via Venue Hire.
- Assist with room bookings across the campus when clubs and societies are unable to do so.
- Provide access to MSE students during Orientation and other events to allow clubs and societies to promote themselves and work alongside students on MSE Enrichment activities.
- Provide marketing support to advertise your events via Engineering and IT Student Services face book, MS Express newsletter and other channels of MSE communication.
Clubs and Societies can now apply for funding online twice a year and will be advised by email prior to the commencement of each respective semester when they may do so.

- Engineering and IT Student Clubs and Societies will be responsible for providing some of their own funding along with UMSU (University Melbourne Student Union) and where possible the Academic Support Office may provide some additional financial support.
HOW DO I APPLY FOR FUNDING FOR AN EVENT?

- Dates funding applications are open/close will be provided to you by the Enrichment Team twice a year. Keep a look out for this email.

- If you are planning to run a large event in conjunction with other clubs, e.g. Welcome BBQ, please allocate one club to apply for funding on behalf of the other clubs.

To be considered for funding you must

- Complete the Funding Application Online Form by the date advised
- Outline the events that as a student club or society you are planning on running for Semester 1 or 2. (Remember you will be advised when you may do this via email)
- Complete all the necessary fields

MSE Student Clubs and Societies funding application
AFTER THE EVENT

**IMPORTANT- IT IS STUDENT CLUBS AND SOCIETIES RESPONSIBILITY TO ENSURE THAT ALL INVOICES ARE SUBMITTED BY THE FINANCIAL CUT OFF DATE OF THE FIRST WEEK OF DECEMBER EACH YEAR. YOU WILL NOT BE ELIGIBLE FOR ANY OUTSTANDING INVOICE PAYMENTS IF YOU DO NOT ADHERE TO THIS DATE**

To obtain your approved funding amount from the ASO, you will be required to submit the online invoice submission form **no later than two weeks after the event date**


You must include the following when submitting your online form:

**Part A**

- Invoice for the total amount of funding approved by MSE and the attendance list if the event included food or refreshment in one document as one document.


- The invoice should be made out to Melbourne School of Engineering and include club ABN and account details
Part B

- Receipts to show use of funds.
- Short report of the event.

*Please ensure all your attached documents are saved and sent as PDF files when submitting invoices.*

Please keep copies of any invoices for your records.

Please contact mse-studentclubs@unimelb.edu.au if you have any questions.

**IMPORTANT**

If your club has never received reimbursement from the Faculty before by bank transfer, you will need to fill out the two forms below. These forms will only need to be completed once (unless the club changes its bank details).

[New Supplier Request Form] [Statement by a Supplier Form]
HOW DO I BOOK A ROOM FOR EVENTS?

To make room bookings for your events visit [Venue Hire: Student Club Booking Form](#). As a committee member of a student club or societies affiliated with UMSU you have direct access to this to allow you to book certain rooms.

If you require equipment ensure you book this at least three weeks prior to the event through the student club booking form.

If you are having difficulty in booking a room please contact mse-studentclubs@unimelb.edu and include the below information:

- Date:
- Time:
- Attendance:
- Venue preference 1\textsuperscript{st}
- Venue preference 2\textsuperscript{nd}
- Foyer/ground bookings access required (If Yes, where)
- Food and drink being served: Yes/ No
- Alcohol being served: Yes/ No
- VIP’s attending the event: Yes/ No (if yes a list is required)
- Registration fees or entry fee: Yes/ No
- Require microphones: Yes/ No; How many?
- Require trestle tables: Yes/ No
- Require urns: Yes/ No; How many?
Note: All university room bookings between the hours of 8am and 5:15pm weekdays are free of charge in most circumstances.

Bookings after hours and on weekend’s charges will be applied and these costs are at the expense of the club.

UMSU room bookings
There are a number of venues that can be booked through UMSU. Further information and how to make a booking can be found at: http://umsu.unimelb.edu.au/get-stuff/get-a-room/

Bookings for grounds
Venue Management offers a booking service for use of campus open space facilities including lawn areas, courtyards and barbecues. If you require some of these facilities to run events refer to http://services.unimelb.edu.au/venuehire/general/external_spaces and follow the booking requirements.

Important: Groups or clubs wishing to make a booking must nominate one member as the Event Manager. The Event Manager completes the booking form, acts as representative and contact for the event, is responsible for the proper conduct of those attending, and ensures the area used is left neat and tidy at the conclusion of the event. Any damage to University property or problems that may have occurred during the event must be reported to Asset Services/Security. grounds-bookings@unimelb.edu.au
To place a request for an outdoor space
2. Email form with booking details to venue-management@unimelb.edu.au

SPONSORSHIP/INDUSTRY NIGHTS

We are aware that student clubs and societies are in contact with Industry for sponsorship and attendance for industry nights and workshops.

Going forward we would really appreciate in your event planning, that you make us aware of who you are in contact with, or plan to contact, to avoid duplication from multiple facets from the School of Engineering. It’s important you liaise with Michelle Bellino michelle.bellino@unimelb.edu.au
STUDENT COMMUNICATIONS

Student clubs and societies are strongly encouraged to promote their events through the Engineering and IT Student Services Facebook page and the MSExpress Newsletter.

To do so please include the following information no later than 14 days prior to the event/news:

- Include a brief outline of the event, with a link to a website if possible, and some images.
- Event title
- Date and time
- Room number/Venue
- Contact person

https://www.facebook.com/EngineeringandITStudentServices
UNIVERSITY OF MELBOURNE STUDENT UNION
(UMSU)

For further information on clubs and societies and services UMSU provide please refer to their website:

Important – Please ensure you read the information in relation to OHS and other requirements that must be followed when holding an event off campus at the below link:

Locker Hire

You can hire a locker for $60 per semester or $100 for the entire year. Please note that you’ll need to supply your own lock.

To apply for a new locker or renew an existing locker space, please visit the Info Centre, ground floor, Union House.

Spaces Available For Students:

Affiliated Clubs and Societies can book Union House rooms for use during business hours. Please allow 48 hours for your room booking to be processed.
ENGINEERING STUDENT CLUBS RULES AND EXPECTED BEHAVIORS

- Each club or society must send communications from their club email address and not individual email.

- Each club or society must advise of new committee members after each AGM to mse-studentclubs@unimelb.edu.au

- Remember you are representing the Melbourne School of Engineering and University of Melbourne when running events and should behave in a professional manner at all times and not undertake in behaviour that puts yourself and others at danger nor damages any university property.

- No alcohol consumption unless organised and approved as part of a clubs and societies event.

- No smoking at events on campus. The Campus is a Smoke Free Zone.

- Clean up after yourself for each event. The courtyard near the Old Student Club room is not to be used to dump rubbish or leave equipment.

- Report any dangerous situations to Security (8344 4666) and maintenance issues to Engineering Facilities Office (8344 2400)

- Report any behaviour issues to the School of Engineering Enrichment Team (83449578)

- Any club that misuses or contravenes the above rules will receive a written warning.

- Repeated breaches of the above rules may result in disciplinary actions by discretion of MSE Academic Support Office and the MSE Infrastructure/Facilities Manager.
HAVING A BBQ? GAS CYLINDER TRANSPORT SAFETY PROCEDURE

• Gas cylinders MUST only be transported in a specific gas cylinder trolley. This is a four-wheeled trolley that has a restraining strap to hold the cylinder securely in place during movement (see photo below).

• Eng Club’s trolley is located in the Eng Club Gas Cage outside the Engineering Workshop.

• Damaged trolleys (broken or missing straps; damaged wheels etc.) are to be reported to the Engineering Workshop immediately.

• Damaged trolleys are not to be used.

• Shopping trolleys are NOT a suitable alternative transport trolley.

• ALWAYS perform a “look, listen, feel check” of the cylinder control valve before transporting a cylinder – look for signs of leak, listen for a hissing sound, feel around the control valve for evidence of leaks. If evidence of leaks is found, do not use
the cylinder and report issue to MSE OHS or Infrastructure staff.

- **ALWAYS** secure the cylinder to the trolley by using the supplied restraint strap.
- **NEVER** lay a cylinder down to transport.
- **NEVER** transport a gas cylinder in the passenger compartment of a vehicle.
- **NEVER** ever carry a gas cylinder – they can be heavy and if you drop it and break the control valve, a pressurised cylinder will take off like a missile!
- Gas cylinders **MUST NOT** be transported with regulators fitted.

**BBQ Gas Cylinders**

- **NEVER** lay a cylinder down to transport.
- **NEVER** transport a gas cylinder in the passenger compartment of a vehicle.
- **ALWAYS** secure the cylinder if transporting in a vehicle to ensure it cannot roll around.

The Academic Support Office has used its best efforts to ensure that the material contained in this publication was correct at the display Effective December 2016