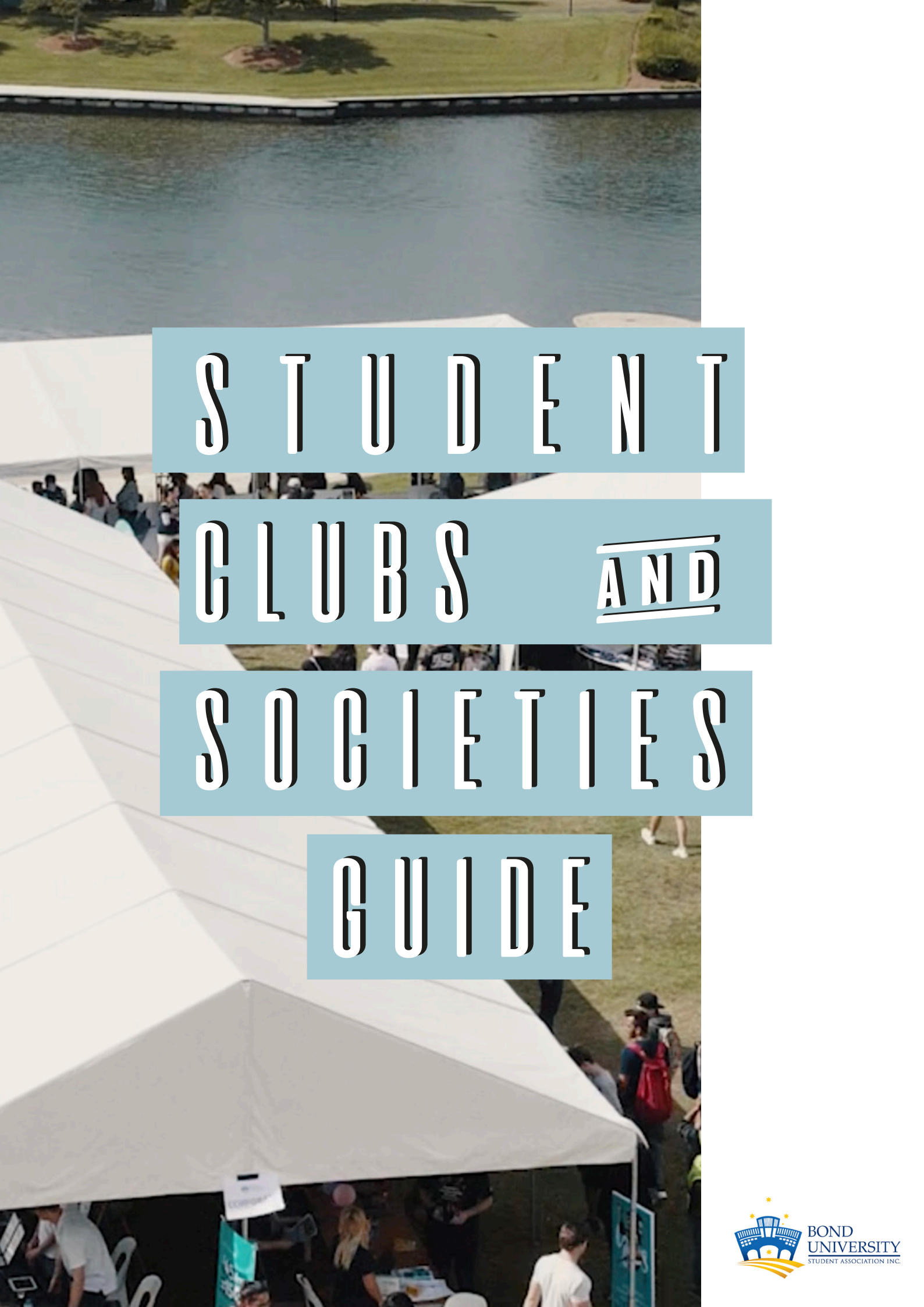




S T U D E N T

CLUBS AND

S O C I E T I E S

G U I D E



Hello, and congratulations on being a part of the student clubs sphere at Bond!

This publication seeks to serve as a guide for anyone involved in student clubs – whether you're an experienced President, in-coming Events Director or new club applicant. This guide will provide a reference for the running of events, club budgeting, marketing and advertising, Club Sign On Day and Executive Drinks attendance and much, much more.

The 2018/2019 clubs team, consisting of Melissa (Clubs and Societies Director), Daniel (Clubs Finance Liaison) and Oliver (Treasurer) have taken the time to compile any and all important information for the everyday functioning of clubs on campus. This would never have been possible without the support and contributions of:



The 2018/2019 BUSA Committee
Alison Trevethan (Events Office)
Kirsty Morrison (Events Office)
Glen Harding (Food and Beverage)
Sarah MacDonald (Don's Tavern)

And finally, the constructive and very useful feedback of student club members.

We sincerely hope that this 2019 BUSA Clubs Guide can supplement the already fantastic work of student clubs on campus and support their day-to-day functioning for years to come.



Warm regards
Melissa, Daniel and Oliver.

CONTENTS

SECTION ONE

GENERAL ADMINISTRATION

Starting, restarting and dissolving a club.....	05-06
Clubs Meetings.....	07-08
Apparel, merchandising and committee polos.....	11-13
Marketing, posters and printing.....	14-18
Equipment Hire.....	19
Staff involvement.....	20

SECTION TWO

CLUB FUNDING

What is SSAF and how can we spend it?.....	25-26
Budgeting and applying for funding.....	27-31
Westpac Corporate Online and Club Bank Accounts.....	32
Signing Contracts.....	33-34
Funding rules and principles.....	35-36
Sharepoint.....	37-38

SECTION THREE

STUDENT EVENTS

The process of planning an event.....	41-44
Safe Food Handling Course.....	43
Library and Sensitive Subject Events.....	45-46
Don's Events.....	47-50
Risk Management Plans.....	51-52
Student Lounge Bookings.....	53-54

SECTION FOUR

INTERNATIONAL & SPORTING CLUBS

International Clubs	
International Week.....	57
Global Food Festival.....	58
Sporting Clubs	
Working with Bond Sport.....	59
Sports facility bookings.....	60

SECTION FIVE

CLUB SIGN ON DAY & CLUB EXECUTIVE AWARDS

Club Sign on Day	
Club Attendance.....	63
Rules of Engagement.....	64
Club Executive Awards	
What are the Club Executive Awards?.....	65
Nominations and Voting Process.....	66-67
Awards Shortlisting Guidelines.....	68-71
Beyond Bond Confirmation.....	72

SECTION SECTION SECTION SEC
O N E O N E O N E O

GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL
ION SECTION SECTION SECTION
E O N E O N E O N E

ISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION

SECTION ONE GENERAL ADMINISTRATION

SECTION SECTION SECTION SEC
O N E O N E O N E O

GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL
ION SECTION SECTION SECTION
E O N E O N E O N E

ISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION

SECTION SECTION SECTION SEC
O N E O N E O N E O

ADMINISTRATION GENERAL ADMINISTRATION GENERAL ADMINISTRATION GENERAL

IN THIS SECTION...

The Life-Cycle of a Club

- Starting a Club
- Restarting a Club
- Dissolving a Club

General Clubs Information

- Clubs Meetings
- Committee Structures
- Club Disciplinary Matters
- Sensitive Subject Events
- Club Publications

Apparel and Merchandise

- Apparel and Merchandise Committee
- Club Logos
- Committee Polos

Marketing

- Club Facebook
- Posters
- Printing Policy

Equipment Hire

- General Equipment Hire
- Sports Equipment Hire

STARTING A CLUB

The process for starting a new club is quick and easy! You'll first need to fill out a New Club Application Form (Available on the BUSA Website), before completing the form some applicants find it useful to chat to either the Clubs and Societies Director or Clubs Finance Liaison to get a realistic idea of the running of a student club. When you've completed the application form you'll need to submit it to clubs.busa@bond.edu.au. The time of semester that you've submitted your application will determine how long you need to wait for an outcome. If you are successful, you will need to meet with the Clubs and Societies Director and Clubs Finance Liaison to establish your new club.

Here are some important things to consider before making your application, a good response to these considerations can have a very positive effect on the outcome of your application!

1. *The general basis / ideas / goals of your proposed club.*

This will give the clubs team a wholistic idea of the "gap" your club seeks to fill in student life. If your club idea is similar to an existing club this is also a great way to distinguish it!

2. *The events / programs / services you intend to run as a club, as well as any expenses you foresee in your BUSA funding allocations.*

Through this, the Clubs Finance Liaison and Treasurer can assess the financial viability of the club you're proposing, as well as its projected expenses. As you'd imagine, more accurate and viable figures will be better received!

3. *An executive committee of Bond students.*

This lends to the necessity or demand for your proposed club. An application with a full Executive Committee proposed will be far better considered than one submitted by just one person.



For budgeting and finance information specific to new clubs see page 29.



RESTARTING A CLUB

When a club has been inactive for two consecutive semesters it is classified as an 'inactive club'. An application to restart an inactive club must follow the same process as a new club application.

This means that you will need to complete an Inactive Club Restart Application and submit it to clubs.busa@bond.edu.au. If you are successful, a meeting with the Clubs and Societies Director and Clubs Finance Liaison will follow in order to re-establish the club. The same budgeting and finance limitations which apply to approved new clubs will apply to a restarted club as well. (see page 29).

The main consideration of the Inactive Club Restart Application is your plan to avoid the club falling inactive again in the future. A successful application would include a forward-facing plan which outlines the previous shortcomings (or perceived shortcomings) that caused the club to fail and logical steps to take that will avoid the same trappings for your club.

DISSOLVING A CLUB

At the end of the day, we're all students and running a club can take up too much valuable time – particularly when you're trying to run the club on your own! This is perfectly understandable! Before you decide to take a break or dissolve a club, consider these possible solutions:

- Calling for applications for new club members.
- Handing over the role of President to another committee member.
- Reinventing the goals, events and services of your club.
- Reaching out to the Clubs and Societies Director.

If you've tried these and other solutions and it hasn't worked – that's okay! Let your Clubs and Societies Director know if you'll be taking a break, and how long you'll be breaking for OR that you'd like to dissolve the club. They can let the Clubs team know and be prepared to help you back when you're ready.

Don't forget, clubs that are inactive for two semesters or longer will need to follow the club restart process and regulations when re-activating.

Club members are required to attend just two meetings:

1 INITIAL PRESIDENT'S HANDOVER MEETING

Most clubs changeover committee positions annually. The length of term varies depending on the club but regardless, when your club changes over to a new committee, your incoming President will need to meet with the Clubs and Societies Director. Depending on their experience, some clubs find it useful for the incoming Treasurer to meet with the Clubs Finance Liaison as well.

A President's Handover Meeting usually takes under 20 minutes and in it you'll cover:

- Roles and responsibility overview
- Sharepoint access
- Email access
- Club code of conduct
- Constitution
- All Presidents meetings
- Reimbursement
- Appropriate SSAF use
- Student event form
- Poster & printing policy
- Apparel and merchandise

When you move into a President's role, you'll need to contact your Clubs and Societies Director (clubs.busa@bond.edu.au) and organise a meeting time.

MEETINGS

This meeting allows us to keep all clubs up to date with any changes to policy or rules, as well as recognise clubs who are excelling through the semester. This meeting usually occurs after budgets have been finalised for the semester.

Typically in these meetings we'll discuss:

- Any updates to relevant club processes.
- Recognition of clubs who have performed exceptionally in the previous semester.
- A budget summary and update.
- An opportunity for "Question Time" from club members relating to anything clubs or BUSA.

Clubs are also offered the opportunity to meet with the Treasurer and Clubs Finance Liaison to discuss budgeting in Funding Meetings at the beginning of every semester. These usually take place within week one, before budget allocations are finalised by the SSAF Committee.

For more information relevant to the budgeting process and SSAF Committee, see pages 25-26.

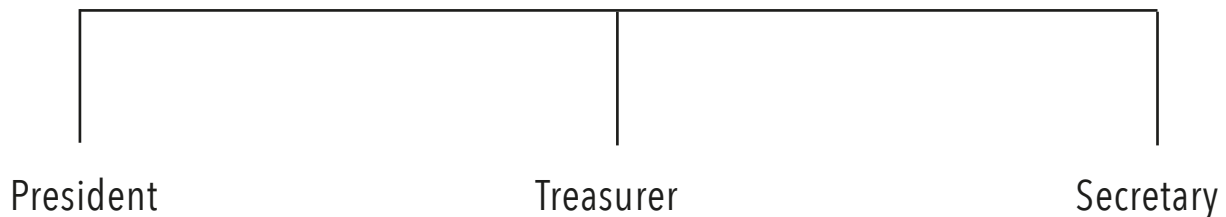
2
ALL CLUBS
MEETINGS

NON-
COMPULSORY
CLUB FUNDING
MEETINGS

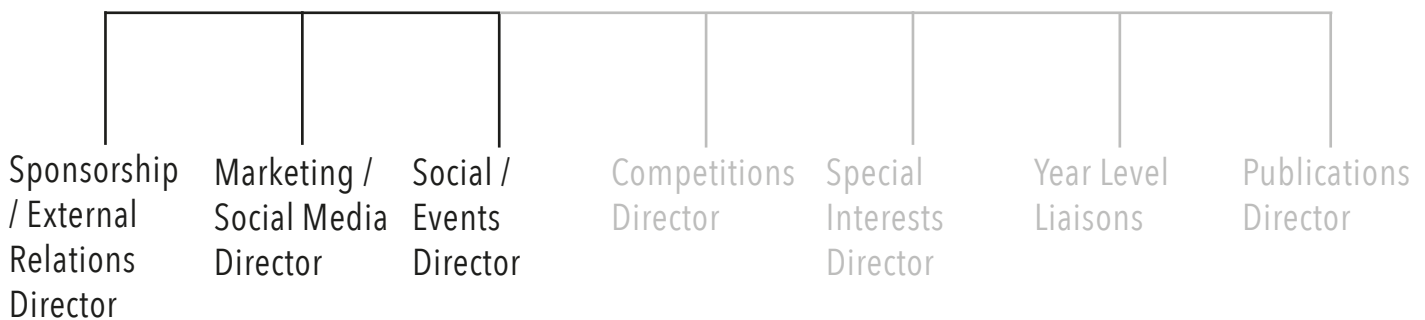
COMMITTEE STRUCTURES

The committee structure of existing clubs varies greatly. For new clubs starting up we recommend a basic committee structure:

EXECUTIVE COMMITTEE



COMMITTEE DIRECTORS



AS YOUR COMMITTEE GROWS, YOU MAY
CONSIDER ADDING THESE ROLES.



Or you may consider splitting the basic committee roles into two separate roles as they expand; such as turning the Marketing Director role into Social Media Director and Content Creator roles.

Specialty clubs, particularly sporting clubs, will often have roles which relate to their teams and events.

Ultimately, your club's committee structure is completely at your discretion. There is no set formula for a successful club structure and oftentimes it'll take some shuffling around to find one that fits your committee so don't be afraid to try! Keep in mind, structural changes to the roles will need to be reflected in your club's constitution.

CLUB DISCIPLINARY MATTERS

All club members are expected to adhere to the Club Code of Conduct (found on the BUSA Website) and Student Code of Conduct (available on the Bond Website). If a club or club member is found to be acting against the respective code, they may be held liable in a club disciplinary meeting.

These matters will ultimately be considered by the Clubs and Societies Director and Clubs Finance Liaison, however, other BUSA Committee members may be asked by the former to be involved in the matter. Per the Club Code of Conduct, any appeals to the decision of a Club Disciplinary Matter may be taken directly to the BUSA Executive.

Club Disciplinary Matters are very rarely taken up, instead you'll likely be invited for a chat with your Clubs and Societies Director and/or Clubs Finance Liaison, depending on the situation at hand.

The purpose of the clubs team is not to punish or restrict the functioning of clubs by any means, and we can assure you that our decisions on these matters will always be made with great gravity and consideration of the circumstances.



APPAREL AND MERCHANDISING

All club logos, apparel, and merchandise must be approved by the Apparel and Merchandise Committee (AMC) before it may be used/manufactured.

CLUB LOGOS

- If you have established a new club, you will need to create a club logo and upload it to your club's SharePoint folder.
- If you wish to update your club logo, you will need to upload the updated logo to your club's Sharepoint folder.
- Please notify president.busa@bond.edu.au once you have uploaded your new or updated logo to your club's Sharepoint folder so that it may be taken to the AMC for approval.
- Importantly, you must not begin using your logo in marketing material and/or on apparel or merchandise until you have received approval from the AMC.
- Your club logo must be appropriate and must not include any part of the Bond University logo/emblem, nor use any person's or company's name without their approval.

OTHER APPAREL AND MERCHANDISE

Your club must not sell apparel or merchandise, unless it is sold through the Bond University Bookstore.

Your club may give apparel or merchandise to your club members for free, if approved by the AMC using the same process as outlined above for club executive/committee polos. Your request is most likely to be approved if the apparel/merchandise:

- is included as part of a membership (e.g., BASIC member shirts) or as part of a ticket to an event (e.g., Bondstock packs); and
- is appropriate and does not bring the University into disrepute; and
- is unlikely to be used to vandalise property or create litter (e.g., stickers are unlikely to be approved).

CLUB EXECUTIVE/COMMITTEE POLOS

If you wish to order club executive/committee polos for your committee members, you will need to have the design and manufacturer approved by the AMC.

To seek AMC approval, email your completed application to president.busa@bond.edu.au. You should seek approval well in advance of when your club will require the polos (allow 2-3 weeks between submitting your application and when you plan to order your polos).

Your application must include:

- the completed AMC Request Form; and
- an attached copy of the proposed polo design.

For a successful application, you should:



state that the polos will only be worn by committee members, not general club members;



state whether the polos will be worn only on-campus or whether they will also be worn off-campus;



state why the polos are necessary;



choose a reputable supplier/manufacturer;



opt for a polo design, rather than a t-shirt design, unless there is a persuasive reason for opting for a t-shirt design;



opt for a design where the reverse (back) of the polo is left blank; and



state the cost of manufacturing the polos and how the polos will be funded.

Once approved, you may order the polos. It is acceptable to order additional polos at a later date if you have additional committee members or you are handing over to a new committee. However, if there are to be any alterations to the design or a change of manufacturer, you must submit a new AMC Request Form to president.busa@bond.edu.au.

COMMITTEE POLOS

Committees are responsible for designing and ordering for their own polos.

How do I design our polos?

Once you have designed your polos, you will need to have them approved by the Apparel and Merchandising Committee (AMC). The AMC has specific rules regarding the design of committee polos (and other merchandising). See the previous page for more information on the AMC and its regulations.

How much will a polo cost?

The cost of polos will depend on the supplier you're using, but typically a 'good price' for a polo is between \$35 to \$45. BUSA will subsidise each committee polo by \$10, any cost outside of this will need to be paid by either your committee members or through your committee accounts. You'll need to apply for a specific number of committee polos in your Budget Application.



For more information specific to budgeting see pages 27-31.



Where do I order them from?

You're welcome to order your shirts from any supplier – all you need is a tax receipt from them! Note that most sports clubs will need to get their committee polos through BLK. Contact Rebecca Herbert from Bond Sport to find out if this applies to your club.



MARKETING

How do I keep students up to date with our club events and services?

CLUB EMAIL LISTS

A club email list can be very useful in dispersing information and invitations to students interested in your club. It's a good idea to collect an email list from students at Club Sign on Day every semester. When you eventually call for elections or applications, for example, you have a group of students who've already expressed interest in your club and are most likely to apply!

You can also reach students generally through marketing materials, see following pages for more information.

DIGITAL SIGNAGE

Around the university are a number of digital screens available to student clubs for marketing and advertising uses. These take the form of a PowerPoint slide which you'll need to send to digital_signage@bond.edu.au

Just like with your physical posters, you'll need to have any digital signage materials approved by BUSA before they can be displayed. Just email your poster through to any BUSA member or busa@bond.edu.au, with the Student Events team CC'd, and you will receive an approval email in response. Forward this email on to the above email address and they will organize for your advertisement to run. This is a great addition to traditional club advertising campaigns!

Your digital posters must follow the same rules as physical ones. See page 17.





CLUB FACEBOOK PAGES

All student clubs are encouraged to create their own Facebook pages. This is a great way to keep in contact with students and make frequent announcements about club events, training sessions or meetings!

Your club's Facebook page must adhere to the same requirements and rules as club posters and general marketing.

Generally, this means that your page cannot use the Bond University or BUSA logos or standalone names. For more information see page 17.

🕒 Viewing most recent stories - [Back to top stories](#)

SOME TIPS FOR A SUCCESSFUL PAGE

You should make the title of your page your club name followed by your club's acronym in brackets. This makes it easier for students to find your page on Facebook.
Ex. Bond University Student Association (BUSA).

A committee photo always makes for the perfect cover photo! This gives a face (or make that many faces) to the club, making your presence recognizable around the university.

Using your club's logo as your profile picture gives your page a 'legitimate' look and is also a great indicator of your link to the university for new students.

Set up the pop up messaging service or "Message" button on your home page, this prompts visitors to your page to get in contact and start a conversation about the events and services your club provides to students.

If you're unsure of your club Facebook page you can always contact the Bond University Marketing department, who may be able to give you some tips of their own!



1

2

3

4

5

How can BUSA help me market my club?

BUSA NOTICEBOARD

The BUSA noticeboard is a Facebook group created as a platform for students to share posts of advertisements and notices for free. As of 191, there are 530 members in this group on Facebook. All relevant posts will be accepted and posted onto the facebook group. The most common posts for the noticeboard are student houses for rent in the Varsity area, ticket sales for Bond events, seminars relevant to student degrees and even second-hand items for sale.

Posts that will be not accepted:

- Any inappropriate, offensive and/or non-Bond student posts will be deleted.
- Posts that are inconsistent with liquor licensing, and announcements of kick-ons or pre-drinking venues will be removed.
- All trolls will be banned.
- All posts that start with "Delete if not allowed" will be deleted. Because that's just annoying.

BUSA SOCIALS

If you would like BUSA to help advertise your club events on our Facebook or Instagram, please email marketing.busa@bond.edu.au.

Please understand that posts will not be made on the day of enquiry, instead they will be included in the Marketing Director's strict sharing schedule – ensure you submit these requests long in advance of the event date.

POSTER POLICY

For each approved club event, **clubs are able to print 10 x A3 posters for free** through BUSA.

Posters can only be displayed on the noticeboards around the university. * Please do not place posters on the sandstone surfaces around the university as this causes damage. **Any posters on sandstone surfaces, windows, doors or other unapproved locations will be removed and clubs identified through the posters will be contacted.**

*See map for locations.

These posters **must** adhere to the following guidelines:

- According to Responsible Service of Alcohol rules there must be no advertisement of alcohol or the price of alcohol at the venue.

NB This includes any mention of a "free drink on entry".

- Avoid graphics and images of alcohol.
- No use of the Bond University logo or standalone use of its name.

NB This means that use of "Bond University Student Association's Mid Sem Bash" is allowed but "Bond University's Mid Sem Bash" is not.

- No use of BUSA logo or standalone use of its name.
- Use of community appropriate language and phrasing.
- All posters must have a BUSA Approved stamp.

NB All posters displayed on noticeboards around the university must have a BUSA Approved stamp on them or they will be removed – regardless if they were not printed by BUSA.

- Only events approved by the Student Events Office can be advertised.
- No advertising on behalf of external entities.



PRINTING POLICY

BUSA printing is available to every club and for a variety of uses. The onus of monitoring the use of this printing service is with BUSA committee members who perform the printing for clubs, however we ask clubs to keep track of their own printing use as well. Clubs are not allowed to hand out flyers as it creates litter on campus.

Each club is automatically allocated:
 10 x A3 Posters (in colour) per approved event.
 100 x A4 pages (in colour) per semester.

If your club needs any printing over and above this amount it must be specifically requested, and approved, in your club funding request. (For more information about Club Funding Requests see pages 27-31). At least 3 days' notice should be given to BUSA for any printing jobs over 100 pages.

(For information specific to the printing of larger club publications see page 21)



EQUIPMENT HIRE

BUSA maintains a storeroom of items available for student clubs to loan. Whilst borrowing the sporting equipment requires clubs to contact either the Clubs and Societies Director or VP of Sport directly, general equipment hire is done through a simple form filled out in the BUSA Office. The list of available equipment (current as of 193) is:

EVENTS EQUIPMENT

- LG Portable Speaker
- SHURE Microphone & Cable (Speaker compatible)
- Portable EFTPOS
- Camera: (+ Tripod)
- Mini-Projector
- A-Frame poster holder: (Landscape) (Portrait)
- String lights

MISC. EQUIPMENT

- Easels (up to 6)
- Bean bags (up to 10)

VARIOUS CABLES

- Aux
- Lighting - Aux adaptor
- HDMI
- HDMI Adaptor: (USB-C) (USB)
- USB
- USB Extension
- 3M Extension
- Powerboard

- Esky: (BLACK) (BLUE)
- Misc sporting equipment

You will need to complete an Equipment Hire Form in the BUSA Office at least 7 days before your event. There is only a limited amount of available equipment, so bear in mind that the equipment may have been hired by another club - the earlier you book, the better!

If you need any musical equipment (instruments, microphones, amplifiers etc.) you'll need to contact the Bond University Music Appreciation Club (BUMAC) who can arrange the use of their Music Room equipment for you.



STAFF INVOLVEMENT

Whilst many staff members also study at Bond, their primary function is as staff of the university. This means that **staff members are not to be involved in the running of a student club** on campus. Similarly, staff are not allowed to start, restart or dissolve student clubs.

If a staff member is actively involved in the functioning of a student club, this is a direct contravention of the rules and principles of SSAF use, as staff members who are also students are not required to pay SSAF. (See page 25 for information on SSAF Restrictions).

BUSA AND THE UNIVERSITY ENCOURAGE STUDENT CLUBS TO WORK ALONGSIDE STAFF, HOWEVER THERE MUST BE A CLEAR DISTINCTION BETWEEN A STAFF MEMBER WORKING WITH A STUDENT CLUB AND A STAFF MEMBER WORKING AS PART OF A STUDENT CLUB.

The over-involvement of staff in student clubs is generally frowned upon by the university and any unwelcome involvement of staff members in student clubs may lead to consequences within the staff member's course of employment.

If your club is having any difficulties with a staff member contact your BUSA Clubs Team immediately.

EXCEPTIONS

The above does not apply to sporting clubs who are coached by a member of Bond staff. Please note this is at the discretion of Bond Sport as it may interfere with the staff member's contract with the university. If you are attempting to involve a staff coach you must notify Bond Sport.

This is also not applicable to students who are also staff - i.e. people who are primarily students of the university but who also work casually for the SBC, Future Students etc.

CLUB PUBLICATIONS

Many student clubs produce publications on varying scales throughout the year. Whether your publications are full-size print magazines or brief online guides, here are some helpful hints on the timeline of a publication:

- jshfshkghsgk - sfjsfjskfskgsjl - kjfhsjkgh - kgsdkgjdsjkjk- gjdkgdjkjgig - dsfjsdjkfdkfkjd - isdfjksdjfkfj - sdkgjfjs - sjfkdfjksdfjjsdk	- jshfshkghsgk - sfjsfjskfskgsjl - kjfhsjkgh - kgsdkgjdsjkjk- gjdkgdjkjgig - dsfjsdjkfdkfkjd - isdfjksdjfkfj - sdkgjfjs - sjfkdfjksdfjjsdk

STAGE ONE - PREPARATION AND DELEGATION!

Understand the direction you'd like to your publication to take – is it informational, conversational or educational (amongst others!). Consider your audience, your subject matter, theming and the purpose of it. Once you've decided on the direction, it's time to delegate. Your committee is full of members who are creative, knowledgeable and passionate – tap into this talent and delegate the content creation of this publication to your committee members.

This will be a huge help when it comes to getting your publication done in time, which bring us to ...

	☒ jshfshkghsgk ☒ jshfshkghsgk ☐ jshfshkghsgk ☐ jshfshkghsgk

STAGE TWO - DEADLINES AND CHECKPOINTS

Set yourself some realistic, worst case scenario timelines. If you think it'll take contributors a week to create content – give them two. Another approach to take is to set both 'soft' closer deadlines and 'hard' far off deadlines. Be sure to communicate these deadlines really clearly with your contributors and follow it up with them as they approach. Often you can delegate the following up to your executive members as well.

PRINTING YOUR PUBLICATION

BUSA Printing

For small publications, the BUSA Treasurer may be able to allocate a small number of printed copies through the BUSA printer. This would typically be for 5-10 copies to be displayed on the publications stand in the Student Lounge etc. rather than as a full print run to hand out to students.

The limitation on page numbers and print size lies with the BUSA Treasurer.

Online Publishing

Regardless of whether you print your publication or not, it is always a good idea to make your publication available online. Most clubs will do so through their Facebook pages and websites. You may be able to display your publication on the BUSA website.

JHFSJDKH		
fhsd- kdf- flk	fhsd- dh- fjfs-	
jkfh- jglk- sfka-	jkfh- jfh- flk	
skjf- fjgl- jor-	skjf- dlkg- sfka-	
hsjkd- kjsf- jeil-		
fhdl- dks- jeil-		
shdh- djfk- jld-		
jijh- dls- fjd		
dlkg- fjfs- jkd-		

STAGE THREE - CHUCK IT IN THE POT & STIR

If you're flying solo on design make sure you give yourself plenty of time to do it. Often it can feel like you're asking too much of your contributors but at the end of the day they've agreed to help! Don't compromise on your own time (and sleep) to accommodate their lack of time for contributions.

There are heaps of really easy to use programs that can make your publications a breeze. For small, mostly online publications and a basic program try the classic 'Canva'. For a longer, print quality publication try the Adobe InDesign program (and accompanying Adobe suite) installed on Mac computers around the university.

If you're ever stuck for inspiration look up sample spreads in the design style you're aiming for; try search terms like "sample magazine spread, leafy green" or "magazine spread, simple lines, pastel pink" etc. This might just give you the creative kickstart you need.

JHFSJDKH		
fhsd- kdf- flk	fhsd- dh- fjfs-	
jkfh- jglk- sfka-	jkfh- jfh- flk	
skjf- fjgl- jor-	skjf- dlkg- sfka-	
hsjkd- kjsf- jeil-		
fhdl- dks- jeil-		
shdh- djfk- jld-		
jijh- dls- fjd		
dlkg- fjfs- jkd-		

STAGE FOUR — EDITING AND APPROVAL

Editing is important!! Re-enlist your committee for editing duties (unless you're friends with a fast reader) to make sure your publication is of as high quality as possible. For many clubs you'll need to gain approval from the relevant faculty or university department. This is very important in terms of assuring quality of advice – particularly when it comes to academic and mental health advice. If you're not sure whether they would like to approve it, it never hurts to ask!

JHFSJDKH		
fhsd- kdf- flk	fhsd- dh- fjfs-	
jkfh- jglk- sfka-	jkfh- jfh- flk	
skjf- fjgl- jor-	skjf- dlkg- sfka-	
hsjkd- kjsf- jeil-		
fhdl- dks- jeil-		
shdh- djfk- jld-		
jijh- dls- fjd		
dlkg- fjfs- jkd-		

STAGE FIVE — PRINTING AND PUBLISHING

Whether you would like to print your project or publish it online depends largely on funding and cost of printing.

Printing with a publisher

This is, expectedly, the most expensive option and will likely require club funds and a budget allocation from the BUSA treasurer. The price of publishing varies greatly dependent on the page size, print quality and page numbers of the document. Publishers will usually take 10-20 days so be sure to leave plenty of time.

Currently, BUSA recommends Burleigh based publishing company, Nova Press, who we use to print Bound Magazine.

SECTION SECTION SECTION
TWO TWO TWO

CLUB FUNDING CLUB FUNDING CLUB FUNDING
SECTION SECTION SECTION
TWO TWO TWO

FUNDING CLUB FUNDING CLUB FUNDING

SECTION TWO CLUB FUNDING

SECTION SECTION SECTION
TWO TWO TWO

FUNDING CLUB FUNDING CLUB FUNDING
SECTION SECTION SECTION
TWO TWO TWO

IN THIS SECTION...

What is SSAF and how can we spend it?

Funding Process

- Funding Applications
- Funding Allocations
- Funding Meetings
- SSAF Committee Meeting
- Extra Provision
- Reimbursements Process

Club Bank Accounts

- Westpac Corporate Online

General Funding Information

- Contracts for Purchase / Events
- Funding Rules & Principles

Sharepoint

- Access
- Usage



SSAF GUIDE

1. What is SSAF?

SSAF stands for Student Services and Amenities Fee. It is catered for and governed by the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011.

2. Where does SSAF money come from?

SSAF is collected from a compulsory fee that most students (other than those which are in exempt courses) must pay. It is collected at the beginning of each semester and collated into a pool.

3. How much money comes in?

The amount of SSAF collected each semester is dependent upon the number of students at the university in any given semester. At the time of writing, the amount collected from each student is \$101 for full time students and \$75.75 for part time students.

4. How is the money distributed between Bond Sport, Bond College and BUSA?

In 2018, SSAF allocations for each semester moved to a rounded budget. This means that every semester, no matter the number of students that are attending, there is an allocation of the following:

- \$200,000 BUSA and other Clubs
- \$36,000 Bond Sport
- \$105,000 Fitness Centre
- \$6,200 Bond College

The excess funds each semester remain into the pool, and are kept for capital expenditure projects and to make up the difference where the amount collected falls short in a given semester.

5. What is the Purpose of SSAF Fees?

SSAF Fees are allocated and used for the benefit the students that pay these funds. These purposes include (According to SSAF Legislation):

1. Providing Food and Drinks to students.
2. Supporting Sporting and other recreational activities.
3. Supporting the administration of clubs whose members are mostly students.
4. Promoting the Health or Welfare of Students.
5. Helping students develop skills for study.

The most important thing is that the money is allocated for the purpose of benefiting Bond students. This is the main reason for the restrictions on the allocation of SSAF.

The allocation of SSAF fees is ultimately at the discretion of the BUSA treasurer, who may apply different funding rules to different events. However, the following are established principles that clubs making applications should abide by:

1. SSAF Fees are not to be used to purchase alcohol.
2. SSAF funds must be used on Bond University students without restrictions as to nationality, age, gender or degree.
3. SSAF funds must be used on Bond students and are not to be used as donations.
4. Executive Committee Members cannot be paid to referee or carry out other services.
5. There is a maximum allocation of \$10 per shirt of committee polos and \$20 for Club Sign on Day.

In addition to these rules, the Treasurer has discretion in creating allocation rules.

6. How does BUSA Allocate its SSAF Fees?

Each Semester, SSAF fees paid by students into a pool. Prior to the beginning of the semester, all student clubs (including BUSA) submit funding applications (see below) for a provision of SSAF fees. Throughout the semester break, the BUSA Treasurer reviews the funding applications, and makes allocations accordingly.

Once the preliminary allocations have been made, the BUSA Treasurer meets with clubs to have funding meetings and discuss their allocations. Following the allocation of the full \$200,000, the budget is approved by the Activity Fee Committee.

Clubs then spend the allocated funds out of their club bank account or personal account and are then reimbursed from the SSAF pool after they lodge a reimbursement form into the student events office.



STEP ONE

FUNDING APPLICATION

Making a funding application

Funding applications are now completed entirely online, using SharePoint. Every club is allocated a SharePoint Folder. Within this folder an excel document will be set up for every semester to allow clubs to complete funding applications. As of current, the funding application is made up of 3 distinguishable parts:

Section 1: Club Details

Please ensure this document is completed in full. Mobile numbers should be provided for at least one member (either the President or Treasurer), as BUSA and Student Events now use bulk messaging to send out important reminders.

Please note that the 'allocation summary' section will automatically fill out based on the completion of other sections of the form.

Section 1: CLUB DETAILS			
Club Name IN FULL			
Club Acronym			
Executive Members	Mobile / Cell		
President			
Vice-President			
Treasurer			
Secretary			
Other			
ALLOCATION SUMMARY			CLAIMED
Category	Total Requested	Total Allocated	Total Claimed
Part A: Misc	\$ -	\$ -	-
Part B: Events	\$ -	\$ -	-
Grand Total	\$ -	\$ -	-

The two most important things about funding applications are detail and reasonableness. Funding applications should be completed in whole, and no sections should be missed for any reasons. Additionally, clubs making applications should keep in mind that SSAF funds cannot, in some cases, provide full funding for events or for the purchase of products in full, and ought to be considered as a subsidy.

APPLICATION
TIPS

Section 2: Funding Requests

Part A: Goods/Supplies/Equipment/Miscellaneous Items

This section should be completed to request funds which are not specific to any particular event which is being carried out. This includes equipment and other items that will be used multiple times.

Section 2: FUNDING REQUESTS					
PART A - Goods/Supplies/Equipment/Miscellaneous Items					
List goods, items or services below	Cost of Each Good (leave blank if n/a)	Amount requested (Enter amount per item)	Quantity (Enter as 1 if n/a)	Total	Allocation Completed by BUSA Treasurer
Example: executive polos	\$ 50.00	\$ 10.00	3	\$ 30.00	\$ 30.00
Example: office supplies	-	\$ 40.00	1	\$ 40.00	\$ 20.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
Notes regarding funding outcomes from BUSA Treasurer				\$ -	\$ -

Part B: Events/Functions Activities

These sections should be completed in full, providing as much detail as possible regarding the event. The details provided should be accurate and most importantly, reasonable. The more detail included the better, and the more likely that the application will be successful.

Please note the Reimbursement section (C, Z, Total, Date and Notes Columns are completed as reimbursements are filed). This is completed by Alison the Student Events Officer and is a good way to keep track of the reimbursements you have filed.

The grid at the bottom of each event provides space for the BUSA treasurer to provide feedback and notes regarding why the allocation was reduced, or to point out any other matters.

EVENT 1			EVENT DESCRIPTION (provide full details)		
Event Name					
Day and Week					
Event Location					
Number of Bond Students expected to attend					
Is this event open to non-Bond Students?					
Is this a new event?					
Expected Costs (include all costs even if funding is not required)	Total Cost (goods or service)	Funding Required	Total Requested	Allocation Completed by BUSA Treasurer	
Example: Food - woolworths platters	\$ 200.00	\$ 200.00	\$ 200.00	\$	100.00
Example: Softdrinks - coles. 5 x 24packs	\$ 100.00	\$ 100.00	\$ 100.00	\$	50.00
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
Notes regarding funding outcomes from BUSA Treasurer			\$ -	\$	-

STEP TWO

FUNDING ALLOCATIONS

Funding allocations are made during the semester break by the BUSA Treasurer with the help of the Clubs Finance Liaison. Allocations for events consider the number of Bond Students attending, the time, location and nature of the event. If any aspects of the request are unrealistic, they will be reviewed according to perceived realistic details.

The following allocations are often used:

1. BUSA REC POD

This means that there is an allocation (usually for security, photography or DJ for Don's Events) in the BUSA Rec Pod. Please contact the BUSA Treasurer for more details.

2. BUSA CAMERA

Suggests that the club should borrow the BUSA Camera to take photos of the event. Clubs intending to make use of this allocation should contact the BUSA Treasurer at least 24 hours before the event and complete an equipment hire form on the date.

3. BUSA PRIZE POOL

Using BUSA Recreation Pod funding, BUSA purchases movie tickets and makes them available to all clubs for use as prizes. The funding request should specify the number of tickets allocated. Contact the BUSA Treasurer 24 hours before the event and provide the details of the recipients after the event.

4. BUSA Printing - See pages 18 and 21.

Please note the following:

New and restarting clubs have a funding limitation of \$500.

If you are applying for Prize Pool or Printing Allocations, please be specific as to the number of movie tickets or number of pages of printing you require.



STEP THREE

FUNDING MEETINGS

Each semester in weeks 1 or 2, clubs will be given the opportunity to have a funding meeting with the BUSA Treasurer. This is an opportunity to discuss the preliminary allocations, allowing clubs to voice their concerns with their allocations as current. There will usually be a small amount of funds left for funding meetings to fulfil club's needs. Please come to the meetings prepared to discuss specific matters in your budget, or potentially ready to reallocate funds within your budget if an extra provision cannot be provided.

STEP FOUR

SSAF COMMITTEE MEETING

After Funding Meetings have been held and the budget allocations have been finalised, the budget will go to the Activity Fee Committee for approval. This meeting involves reviewing specific allocations which raise concerns, and discussing the previous semester outcomes for the Sports Centre, Bond College, Bond Sport and BUSA.

STEP FIVE

EXTRA PROVISION

Each semester, a certain amount of funds is kept aside at the beginning for an extra provision fund. This allocation allows clubs the opportunity to get extra provisions later in the semester (usually around week 8) for any extra costs they may have incurred which were unexpected. To apply for an extra provision, complete the form found on the BUSA website, or simply email the BUSA Treasurer. Please note, the following limitations apply to extra provisions of funds:

1. New unrealized expenses are limited to a \$500 extra provision (without the need for flying minute approval by the SSAF Committee).
2. Reallocations of funds within the budget are limited to \$1000 (between existing approved events).



STEP SIX

REIMBURSEMENT PROCESS

SSAF fees are not a specific deposit into a bank account. Instead, the SSAF allocation process runs on a reimbursement process. After money has been spent in accordance with a funding application, clubs should lodge a reimbursement form to the student events office.

This form should be completed in detail. Reimbursements are completed every few weeks and are usually deposited into club bank accounts on a Friday. You will receive remittance advice from the cashier's office when your money has been deposited. Accordingly, these reimbursements should align with the reimbursement columns on your funding application.

Funds will be reimbursed into the nominated club bank account. Clubs should nominate a club bank account at the beginning of each semester by completing the club bank account form, which is also available from the Events Office.

TOP TIP

When coming into your term, ask each committee member to put \$10-\$20 into a pool for the duration of your term. Keep a list of who's given what to the pool!! Then, at the end of your term, reimburse committee members for their initial contributions.

This gives your committee the freedom of around \$100 to run events throughout the semester - being reimbursed each time into the club bank account.

You may find the financial wiggle-room helpful to the committee's events!

CLUB BANK ACCOUNTS

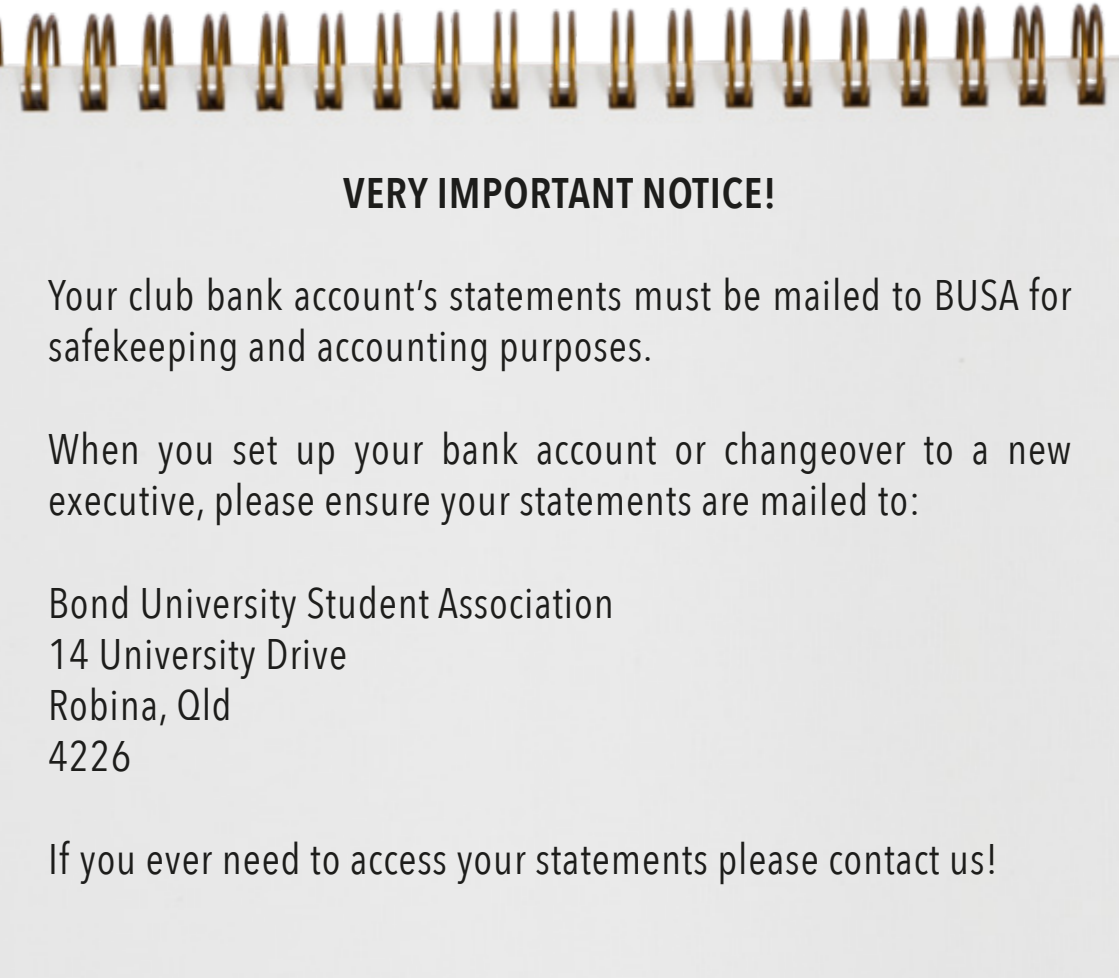
BUSA is currently in the process of creating a Westpac Corporate Online system. This requires transferring all student clubs to a Westpac bank account under the broader umbrella of BUSA.

This does not give BUSA access to your club's funds, it is a purely observational system - we can monitor the money coming in and going out, but no more.

As your account will rest under the umbrella of BUSA, it also allows us to aid clubs in transitioning to new executive members. This mitigates the common problem of clubs losing access to their bank accounts when members leave the university.

If your club needs a new bank account, make sure to set it up with Westpac in preparation for the next phase of the onboarding program.

If you have any questions about club bank accounts contact your Clubs Funding Liaison.



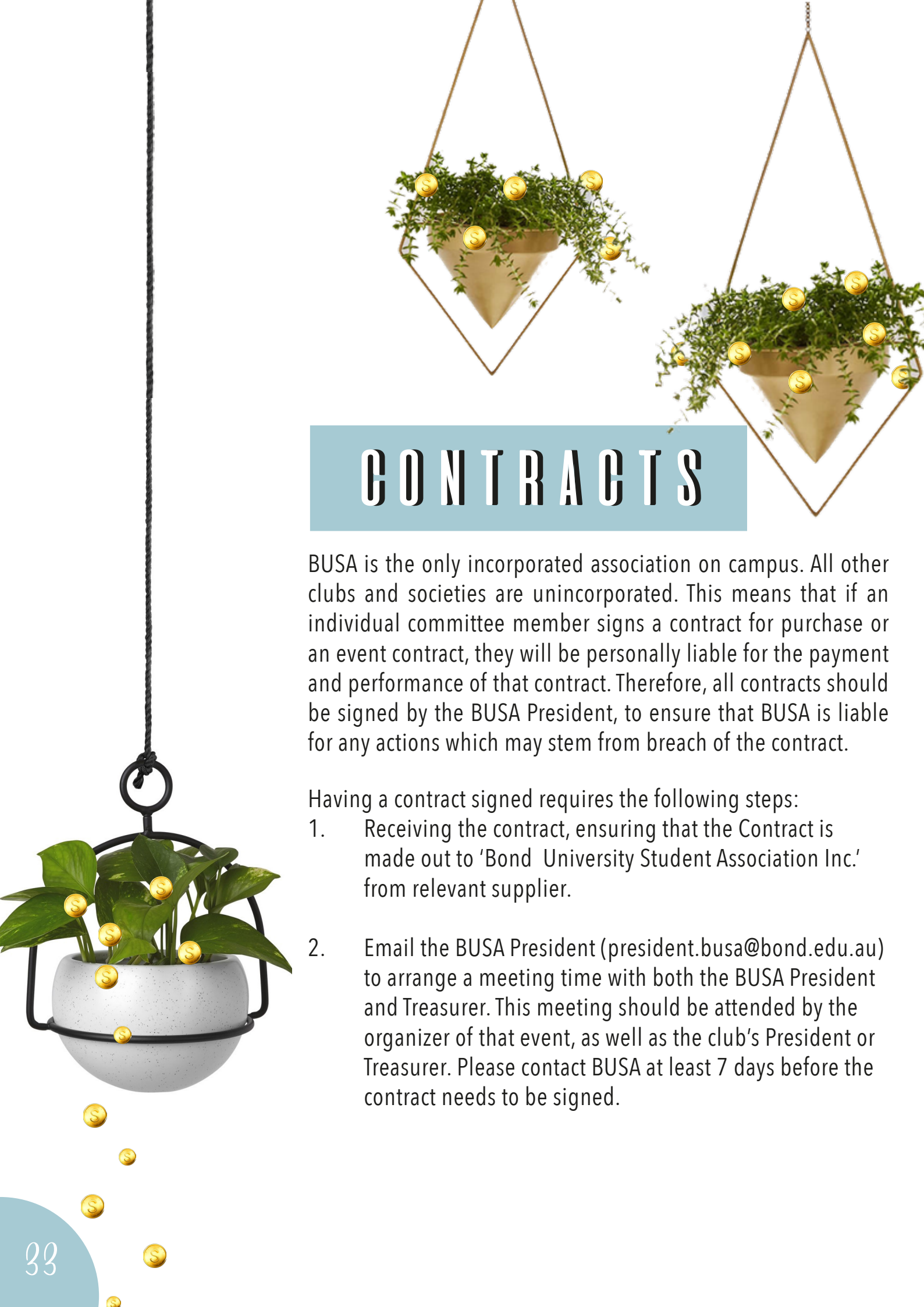
VERY IMPORTANT NOTICE!

Your club bank account's statements must be mailed to BUSA for safekeeping and accounting purposes.

When you set up your bank account or changeover to a new executive, please ensure your statements are mailed to:

Bond University Student Association
14 University Drive
Robina, Qld
4226

If you ever need to access your statements please contact us!

The page features a decorative background with three hanging plants. Two are gold-colored triangular planters with trailing green herbs, and one is a white ceramic planter with a black metal frame holding a pothos. Numerous gold coins with dollar signs are scattered around the plants and falling from the bottom left. A light blue rectangular box contains the title.

CONTRACTS

BUSA is the only incorporated association on campus. All other clubs and societies are unincorporated. This means that if an individual committee member signs a contract for purchase or an event contract, they will be personally liable for the payment and performance of that contract. Therefore, all contracts should be signed by the BUSA President, to ensure that BUSA is liable for any actions which may stem from breach of the contract.

Having a contract signed requires the following steps:

1. Receiving the contract, ensuring that the Contract is made out to 'Bond University Student Association Inc.' from relevant supplier.
2. Email the BUSA President (president.busa@bond.edu.au) to arrange a meeting time with both the BUSA President and Treasurer. This meeting should be attended by the organizer of that event, as well as the club's President or Treasurer. Please contact BUSA at least 7 days before the contract needs to be signed.

PRIOR TO THE MEETING :

- a. Ensure all details on the contract are correct - if there are any questions about details contact the BUSA President. The details should read as follows:

Name: Bond University Student Association Inc.
ABN: 58 810 177 092
Address: 14 University Drive, Robina, Qld 4226

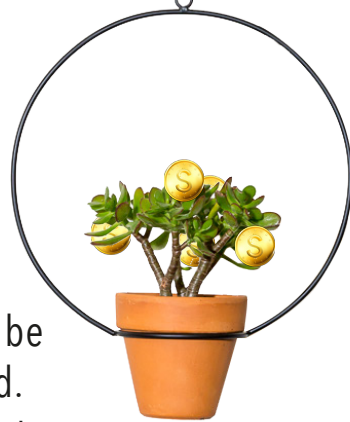
- b. Complete a student event form – Contracts will not be signed unless the student event has been approved. If you are required to complete an RMP for the event, a preliminary copy should have been approved by the University.
- c. Forward the Contract to the BUSA President for perusal.

DURING THE MEETING :

Come prepared to discuss the event, including the club's ability to make payments and the details of the amounts being charged.

AFTER THE MEETING :

Ensure you keep the BUSA President/Treasurer updated if there are any changes to the event, or there is a risk that a payment will not be made.



GENERAL FUNDING RULES AND PRINCIPLES

HOSTING EVENTS

i. NON-BONDIES

SSAF Fees are intended to benefit Bond Students Only. If your event has non-bondies attending, they should be charged for their attendance.

This is managed strictly particularly in regard to Don's Nights and other large events. Generally, if the event is free for bond students, non-bond students should be charged \$10. If the event costs \$10 for bond students, then non-bondies should be charged \$20. Beyond these amounts, there is discretion as to the surcharge that is put on non-bondie tickets.

ii. TICKETING BOND STUDENTS

Bond students should not be charged to attend a SSAF funded event unless a significant amount of money above and beyond the SSAF allocation is spent on this event. There is no set percentage or amount over the SSAF allocation that should be spent. Rather, it is calculated on a reasonableness basis.

Importantly, all Bondies must pay the same value for tickets, based on the principle that the SSAF allocation for the event is spent equally on any and all Bondies. This means that ticket prices cannot be changed based on a specific degree, postgraduate or undergraduate, nationality, faculty etc.

In addition to this, SSAF fees should not be used as a way to raise money directly for charity. If a club intends to raise money by way of a bakesale or some other event – all costs relating to the purchasing of ingredients or other items for sale should be worn by the club, and not reimbursed by SSAF.

If you are ever in doubt regarding the rules surrounding charging Bond Students for events or items, contact the BUSA Treasurer for clarification.

iii. CASH TIN / MONEY HANDLING

If you are hosting an event and are doing at the door ticket sales, it may be beneficial to have a cash float at the event. In order to arrange this, contact the BUSA Treasurer at least 24 hours before your event.

You should collect the funds before your event, during BUSA Office Opening Hours, and the whole of the funds (including money you collected) should be returned to the BUSA Office. The funds collected will then be transferred into your club bank account after the event.

PETTYCASH AND PAYMENTS

Both student events and BUSA are able to provide pettycash, or credit card facilities to make payments for clubs. Generally, this will only be granted for significant payments (e.g. deposits on contracts or large event orders). In most cases, such advances will only be allowed where SSAF will cover the full amount that is being paid.

In order to arrange for payments of invoices or Pettycash, please contact the BUSA Treasurer or Student Events at least 24 hours before payment is required.



SHAREPOINT

SharePoint is the online platform which the university utilises for the purposes of clubs submitting their funding applications for each semester. It is an online community which clubs, and their respective members can be added to. Anybody wishing to have access to their club folder must contact the Clubs and Finance Liaison (finance.busa@bond.edu.au) who is responsible for maintaining the platform.

ACCESS

Once you are granted access to SharePoint for the very first time you will receive an email notification which provides an access link. Any other time you or your club wishes to access SharePoint it can be done as follows:

1

- Go to your Bond student email account on Outlook online.
- Click the 9 small square symbols in the top left-hand corner.



2

- The following applications will pop up, click on SharePoint.



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Bookings

All apps →



- Students who have access to their club folder will be able to click on 'Student Clubs' once they are within SharePoint.
- If you or your club has any problems accessing SharePoint, you are welcome to reach out to the Clubs and Finance Liaison at any time.

 Name ▾	Modified ▾	Modified By ▾
 2018	July 27, 2018	Alison Trevethan
 2019	July 27, 2018	Alison Trevethan
 2020	July 27, 2018	Alison Trevethan
 2021	July 27, 2018	Alison Trevethan
 CLUB FORMS	August 23, 2018	Alison Trevethan

USAGE

The primary use of SharePoint for clubs is to submit funding applications each semester, and to this degree usually a club will request access for both the President and Treasurer of the club. However, there are several other uses that SharePoint has in enhancing the relationship between BUSA and clubs.

Anytime a club requests printing of either documents or posters, they can upload a copy of what they need printed in their club SharePoint folder. When a representative goes to the BUSA office to request printing, the BUSA member on duty can access the clubs SharePoint folder and easily print the requested documents. Additionally, any club logos or documents that your club have can be attached to your SharePoint folder for easy access between both BUSA and your club members who have access.

A club folder will typically be comprised of a history of the clubs funding applications, a list of club forms, and any other documents deemed necessary.

Each year folder will include a funding application for each of the 3 semesters of that year, represented by an Excel spreadsheet. If your club has existed for some time you can draw upon previous applications, allocations and treasurer comments for guidance in submitting new applications. SharePoint was introduced as the Bond club framework in semester 182, and as such any club existing before then will have funding applications every semester from that point onwards available.



For more information on completing the funding application and any applicable guidelines go to page 27.



SECTION SECTION SECTI
THREE THREE THR

STUDENT EVENTS

STUDENT EVENTS

STUDENT EVENTS

SECTION SECTION SECTION
THREE THREE THREE

EVENTS

STUDENT EVENTS

STUDENT EVENTS

SECTION SECTION SECTI
THREE THREE THR

STUDENT EVENTS

STUDENT EVENTS

STUDENT EVENTS

SECTION THREE STUDENT EVENTS

SECTION SECTION SECTION
THREE THREE THREE

STUDENT EVENTS

STUDENT EVENTS

IN THIS SECTION...

The process of running a student event

- Event Forms
- Room bookings
- Food and liquor licensing
- Certificate of Currency (COCs)
- Safe Food Handling Course
- Events which may require more consideration

Library and Sensitive Subject Events

Don's Nights

- Planning a Don's Night
- Theming and Decorations

Risk Management Plans

- Examples and tips

Student Lounge Bookings

- Terms of use for events
- Weekly / Monthly Meetings

STEP ONE

EVENT FORMS

The event form is the first and most important step! It's the first thing that needs to be done and can be amended at a later date .

WHY DO AN EVENT FORM?

Student clubs are not automatically covered by Bond University's insurance. This means that if anything goes wrong in your event and there is no event form in place, liability (and any financial implications that come alongside it) falls squarely on the students of the club. By completing an approved event form your event is now covered by BUSA's liability!

This also keeps BUSA and the university up to date with any clubs events happening on and off campus.

HOW DO I FILL OUT AN EVENT FORM?

1. Time frames: 2 weeks minimum for general events and 4 weeks for everything out of the ordinary, needing an RMP (see page 51) or using Bond Catering.

NB As of 193, any event forms submitted outside of this timeframe will Auto decline.

2. You can find the Bond Student Events Form on the Bond University website. Make sure you have all of your information (date, venue, food etc.) ready before you begin as it is an online form and cannot be returned to.

If there's anything you haven't finalised yet, put it into your event form anyway - it may be amended days before the event but it definitely can't be submitted then!

3. When your event has been submitted you'll receive an email from student events - this does not mean it's approved! You'll receive a second email for this.

4. You may be asked to submit an RMP or Certificate of Currency before your event, or see the Student Events Officer to provide more information - don't stress this doesn't mean your event is in jeopardy - just that the Events Team is being thorough!

STEP TWO

ROOM BOOKINGS

The next step is securing your room booking. Different events are allowed in different areas. Here are some general rules / ideas of the kinds of events and spaces around the uni.

STUDENT LOUNGE

The whole university is a public space save the student lounge, Res common rooms and the prayer rooms; copyright rules and restrictions apply to all other spaces. This means the student lounge is the **only place on university that student clubs can screen movies in** without first paying for the rights to screen them.

This is also a great space for weekly / monthly meetings, either in the lounge or the adjoining "Clubs Hub " with meeting table and whiteboard.

For more information on booking the Student Lounge see page 53.

TEACHING SPACES

Teaching spaces are great for skills events / workshops / guests lectures etc. Be aware that food and drink are not allowed in these spaces though. If your event will require snacks or a snacks break this will have to be done elsewhere.

Book on Bond University Website.

EVENTS SPACES

The university has a number of events spaces, these cater to events varying from 100-250 people and typically include cocktails, networking and awards type events. Venues available to student clubs include the Princeton Room, University Club, Don's or Don's Games Room and many more.

Be aware that these spaces may incur a fee or further permissions to use them.

There are many many more spaces on campus available to student events so don't be afraid to ask your Student Events Officer!

STEP THREE

SERVING FOOD AND DRINKS

FOOD AND LIQUOR LICENSING

Relevant food license and liquor license applications occur in a number of on campus venues. These include the Princeton Room, Don's, Lakeside, University Club, Pulse Café or Papyrus, and any areas in their vicinity. This may mean that certain food and drinks elements of your event are restricted depending on its location.

If you cater for an event using an external company you will be asked to provide their Certificate of Currency (COC) to Events. You will need to request this from the provider who should have it on record. This is a legal document and a vital part of bringing external services on campus.

FOOD ON CAMPUS

Any student clubs wishing to run an event including food service must have at least one executive who has completed the Safe Food Handling course.

This course is provided free of charge to all student club members once per semester. Keep an eye out for information regarding the next SFH course available to you.

General rules regarding food safety on campus:

- Cooking is not permitted in general, other than on BBQ's
- Chicken is not permitted at all due to high risk of food poisoning
- Takeaway suppliers should have COC supplied yearly (such as Pizza Hut / McDonalds) all smaller takeaway or not local will need to supply
- Packaged goods from supermarket do not require a COC
- Food must be kept at a safe temperature - eskys available from BUSA if needed

EVENTS REQUIRING FURTHER CONSIDERATION

Certain events present a higher risk to students or externals involved and rarely - to the university and its representation in the community. These events are still encouraged however it's important that they're completed to a high standard (often with the aid of the university).

Events that may need more consideration include:

- High risk events
- VIP speakers
- Areas around university that are managed by the chancellery
- Unusual/ new activities
- Events which are catered or involving food service from Bond Catering

PROBLEM SOLVING CONTACTS

Your first point of contact is always the **Student Events Officer or Events Centre!**

FOR:

- our speaker is really important!
- we think we want to change venue
- help we have no barbecues at our barbecue!
- our venue is locked how do we get in?
- we forgot a bag inside after our event
- our external supplier didn't show up
etc.

Don's Manager or General Manager F&B

FOR:

Don's Events (duh!)

BUSA

FOR:

- our budget is wrong
- we need bean bags for our event
- none of my club members showed up and my event's in 10!

EVENTS USING LIBRARY SPACES

Events and Activities

If you'd like to conduct a fun activity e.g. A Pyjama Party or some other event in the Library, please contact the General Manager, Library Customer Services and the Student Events Officer to assist with planning and approvals for your event.

Static Displays

If your Club or Student Group would like to conduct a display in the Main Library or Law Library e.g. to promote your group, hold an art exhibition, or conduct some kind of special fundraising, please contact the General Manager, Library Customer Services to assist with planning and approvals for your display or promotion.

Library Entrance

The Library does not allow clubs setting up outside the front doors of the Main Library. All club display tables should be set up at the entrance of Level 1, Building 1B, near the Lake. This is due to fire safety requirements and reduction of noise in the library.

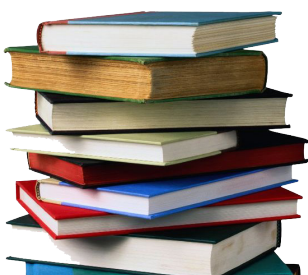
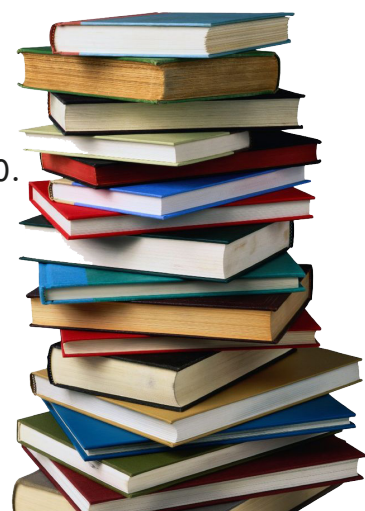
Marketing and Advertisement

See the section on 'Digital Signage' (page 14) for how to get your event or activity promoted in the Library and elsewhere on campus on digital screens. The Library can provide assistance regarding getting copyright clearance for images or other copyright advice in relation to Digital Signage images etc.

Photography and Videography

If you wish to take photos or video footage in the Main Library, Law Library or MLC you can obtain approval for this by picking up an application form from the Library Service Desk. Allow at least 2 business days for the approval to be confirmed.

Check out the Library FAQ's for lots of other handy info.
<https://bond.libanswers.com/>





SENSITIVE SUBJECT EVENTS

Certain subjects can have a heavy impact and influence on students and it's important to ensure that when clubs are approaching these subjects they're doing so in a way that will be positive, useful and powerful. We absolutely encourage student clubs to engage in dialogue about significant subjects, such as sexual assault, sexual harassment, mental health issues and learning difficulties; we recognize, however, that these subjects come with certain levels of emotion, taboos and sensitivity.

We would like to extend our support to any clubs wishing to engage in these types of events and encourage student clubs to contact the BUSA Special Interests Director whilst in the planning stages of the event. The Special Interests Director has significant experience in approaching such topics and may be able to offer useful advice!

Other contacts which could be helpful to clubs are:

Bond Counselling Services

07 5595 4002

studentcounselling@bond.edu.au

Student Affairs and Service Quality (SASQ)

HMSA - Jo Bishop

sasq_hsm@bond.edu.au

FSD - Donna Henson

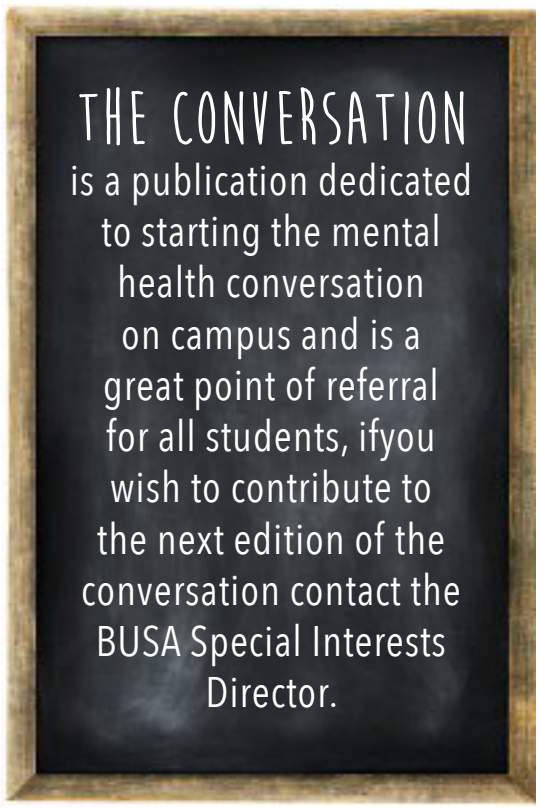
sasq_fsd@bond.edu.au

LAW - Libby Taylor

lawsasq@bond.edu.au

BUSINESS - Marcus Randall

sasq_business@bond.edu.au



THE CONVERSATION
is a publication dedicated
to starting the mental
health conversation
on campus and is a
great point of referral
for all students, if you
wish to contribute to
the next edition of the
conversation contact the
BUSA Special Interests
Director.

PLANNING A DON'S NIGHT

1

Contact the VP Recreation to make sure you have been allocated a week for your Don's night. If you have not, you will not be allowed to run one during the semester! The VP Recreation will ensure that an afterparty location and busses are organised for your event.

Submit your event form well in advance.
See page 41 for information on Event Forms.

2

3

You may be required to meet with Glen Harding and Sarah McDonald before your event can go ahead. In this meeting you will need to outline your plans for the night, intended theming and decorations. Come prepared!

Once everything is confirmed it's up to you and your committee to put together your Don's Night! Set up should be done the day of the event, with care and respect for the patrons and staff at Don's during the period of set up.

4

5

Your committee is expected to perform 'Door Duty' on the night, keeping track of any Non-Bondies in attendance and ensuring they have paid for their tickets before entry. Refer to page 35 for more information on Non-Bondies ticketing policies.

Your committee must also load busses to, as well as attend, the afterparty.

It is the responsibility of your committee to ensure Don's is cleaned and returned to normal as promptly as possible after your event. Typically, this means by lunch time of the day following your event. Don's staff may ask that you remove certain decorations when Don's closes at 12pm, this is usually due to safety concerns.

6

POINTS OF CONTACT

If you're planning an event at Don's, there are a few points of contact to help you out.

Glen Harding is the overall manager of Food & Beverage at Bond and **Sarah McDonald** is the manager of Don's.

With Glen and Sarah, you will need to discuss the logistics, such as expected number of attendees, as this dictates the number of security guards that need to be available. For example, if you want to use different entrances and exits, bucking bulls or anything that might be a potential risk or hazard needs to be approved beforehand.

For any external companies that are being used, such as lighting companies or DJ equipment hire, you will need to attain certain documentation and provide it to Sarah.

Glen and Sarah have been around to see a lot of event ideas so if you're struggling with something, they will be ready and willing to help you and make sure you have the best event possible. So embrace their help and work with them to make your idea work and you might come up with something completely different to your original idea but it's even better!

The BUSA Social Director

The social director plans the Mid-Semester and End of Semester Bash each semester. The role also includes aiding the social directors for FSA's and Clubs and Societies should they need it. Any questions about planning events or anything regarding Don's can be directed to the BUSA Social Director. These can include recommendations for DJs or photography contacts, as well as, AV hire and theming companies.

VP Recreation

The Vice-President of Recreation is also another point of contact for Don's events. If you are a club or society that wants to have a Don's event during the semester, contact the VP Rec to see if the week you want to have your event in is available or to find a week that suits. At the end of every semester, the VP of Recreation will call for expressions of interest from clubs wanting to run a Don's night in the semester following.

THEMING AND DECORATIONS

Finding a theme for your event is one of the best parts of planning. However, there are a few rules which must be complied with. There are not allowed to be any parties that are sexually suggestive or have inappropriate themes.

Themes that are **NOT** allowed:

- Traffic Light Party
- Tight and Bright
- ABC (Anything But Clothes)
- Toga

In saying this, there is an abundance of themes to choose from. Just take a look at the previous party themes on Facebook events to get some inspiration. A few tips that are helpful when choosing a theme is to make it easy to dress for. One of the most common questions that you will get is, "What do I wear?" So, if your party theme makes it a bit unclear on the dress code, put a little disclaimer on the event description so that people can get an idea.

When your theme has been approved and you start thinking about how to decorate the space there are a lot of companies who have worked with Bond for Don's events who will be familiar with the space. However, should you need to explain where you want certain things it is best to have a look at the dimension map (right) to see whether it will fit etc.

The most common way to set up Don's is to have the main entrance from the Student Court, a photo wall set up in the corner next to the entrance and a DJ on the main stage. However, there are so many other things you can do with the space. The games room can be used as well as the outdoor area and more! Talk with Glen and Sarah and with any companies you're wanting to use to see what will best suit your event. You don't have to stick to the status quo with what everyone else has done in the past, come up with something different and see where it can go!

The best Don's nights are the most unique and original ones!

RISK MANAGEMENT PLANS (RMPs)

Risk Management Plans are an important part of the Student Events Process.

Do I need to fill out an RMP for my event?

Typical events which may require an event form are events which involve physical activity, are off campus activities or venues, or require travel or any significant risk. This could include off campus social nights, sporting trips or even social sporting competitions.

If your event requires an RMP you will be informed by the Student Events Office!

Okay, I have to do an RMP - now what?

RMPs are essentially a list of every worst case scenario you could think of! They can take a bit of time to work through, so make sure you give yourself and the events office plenty of time to finalise it before your event. The Student Events Officer will have a template and examples available so ask for them if need be.

Some basic tips for completing your RMP:

- **Be methodical and pay attention to the details** of your event - this is really important information and gives the Workplace Health and Safety and Events officers a good grasp of your event and the associated risks.
- **USE YOUR OWN WORDS** - don't copy and paste!
- **Be realistic**, don't sugarcoat your RMP because you think it will help you get approval - in the same vein, don't go over the top with it either!
- **Ask for help** if you're struggling.
- **Don't panic** - your event will give you plenty of things to stress about, don't make this one of them!
- **Keep your approved RMPs**; this will be a huge timesaver for future events of the same format.

Student Event Risk Management Plan

(This document will step through the process of completing an event risk assessment – fill in all yellow sections)

INTRODUCTION / ORGANISERS

Event Name		
Event Date		
Location/Venue		
Organising Association		
Organiser Name / Phone		P:
Email		

ACTIVITY SCOPE / BACKGROUND

(An overview of the activity should be provided here ... which creates an image in the readers mind and sets the scene for the rest of the document. The following headings should be used as a guide to describe the activity in as much detail as possible)

Objective of the activity	(What is the reason for the event?)
Environment of the activity	(Describe the location and environment)
Details of the activity	

1

Identify the risks associated with the event:

(Include as many risks from previous table that are applicable to your event, however there may be some which are specific to your event which should also be added (eg. drowning/snake bite). Delete any category that is not applicable or add new if needed.

ACTIVITY / CATEGORY	IDENTIFIED RISKS
Health/Injury/Disease	
Criminal activity	
Environmental risk	
Legal / Contractual	
Operational / Crowd Safety	
Traffic Management	
Promotion / PR	
(new)	
(new)	

3

ASSESSING RISK

Once risks are identified, they are evaluated based on a) the likelihood of the risk occurring and b) the scale of the possible consequences of the risk.

STAKE HOLDERS

(Detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Indicate who was involved in the consultation process)

Stakeholders name & details	Example: John Doe, President, Bond Student Social Club Jane Smith, Manager, Bond Food & Beverage Dept Ralph Lauren, Manager, Campus Security

IDENTIFYING RISK

The areas identified in the Risk Management framework have been outlined under the following seven categories.

ACTIVITY / CATEGORY	Risk examples
Contractor Management	Licences / Qualifications not supplied Insurances not supplied JSA or SWMS not supplied for high risk tasks Permits not supplied Not working safely on tasks Drug or alcohol affected persons Fire risk caused by electrical installations Fire risk caused by Gas Bottles Fire Works Structural collapse (temporary tents & amenities) Power failure including lighting Water Failure Working at Heights & Ladders Slips / Trips / Falls Manual Handling Food-borne illness First Aid / Medical Assistance for injury / illness
Health/Injury/Disease	Disorderly conduct Act of terrorism Act of violence Consumption of alcohol
Criminal activity	Noise nuisance caused to neighbours Excessive litter left at end of event Event located near water course (Lake Orr) Unclean / inappropriate facilities
Environmental risk	Loss of key personnel Equipment failure Loss of equipment Overcrowding Extreme weather conditions
Contractual	Loss of equipment Inadequate emergency vehicles
Operational / Crowd Safety	Lack of equipment Delivery of equipment Inadequate emergency vehicles
Traffic Management	Ensure safe working conditions for the Students/Volunteers
Students / Volunteers	Loss of entertainment acts
Promotion / PR	

2

Qualitative Measures of LIKELIHOOD

Level	Descriptor	Description
A	Almost certain	The event is expected to occur in most circumstances.
B	Likely	The event will probably occur in most circumstances.
C	Possible	The event should occur at some time.
D	Unlikely	The event could occur at some time.
E	Rare	The event may occur only in exceptional circumstances.

Qualitative Measures of CONSEQUENCE or Impact

Level	Descriptor	Example Detail Description
1	Insignificant	No injuries, low financial loss.
2	Minor	First Aid treatment, on-site release immediately contained, medium financial loss.
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss.
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss.

Determine the Level of RISK

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	Low	Medium	High	Very High	Extreme
B (likely)	Low	Medium	Medium	High	Very High
C (possible)	Negligible	Low	Medium	Medium	High
D (unlikely)	Negligible	Low	Low	Medium	Medium
E (rare)	Negligible	Negligible	Negligible	Low	Low

Score	Action
Very High to Extreme	Act on risk immediately
Medium - High	Act on risk as soon as possible
Low	Act on risk as per schedules.
Negligible	These risks require no attention.

Note: Always assess risk before and after the control measures are implemented, as this will identify if the control measures are effective in reducing risks.
The severity indicates the importance of prioritising the CORRECTIVE ACTIONS for each risk as follows:

STUDENT LOUNGE BOOKINGS

The Student Lounge is located next to Lakeside on the first floor of Building 6 and is a great space for clubs and societies to run events, ranging from movie nights to meet and greets. It also has a meeting room attached. Both spaces can be booked for clubs' use. This is also the ONLY space on campus that clubs are able to screen a movie night without needing movie licensing.

The bookings of the Student Lounge are managed by the BUSA Secretary and the Student Events team. So, how do you book the Student Lounge?

STEP ONE

You'll need to check the availability of the Student Lounge when you're planning to use it. To do this, you'll need to send the BUSA Secretary an email at secretary.busa@bond.edu.au.

STEP TWO

To actually book the Student Lounge you will need to fill out a Student Event Form to notify the Events team. Upon submitting this form and receiving confirmation, the room will be booked for your event. Note: in submitting an event form, allow for 2 weeks for the booking to be processed.

For more information on Event Forms see page 41.

RECURRING EVENTS

The Student Lounge can be booked for both one off events, and recurring events (for example, a weekly meeting etc.) The same process as above should be followed. In the event form be sure to specify "weekly event" in the Event Dates section.

Note: if you book the Student Lounge on a recurring basis and a different club would like to book the room in a time that clashes with your booking, the conflicting event will be given priority to the space. If this occurs, the Student Events team will reach out to find an alternative space for your weekly event.

Don't worry – we won't leave you stranded without a meeting space!

TERMS OF USE

1. All furniture must, if moved, be returned to the same place as it was found.
2. Couches and tables in the lounge must not be stacked - this damages the furniture and is a serious health and safety hazard.
3. Your event is confined to the internal student lounge space unless expressly approved in your Student Event Form.
4. Attendees are not to congregate in large groups outside the door as this blocks the thoroughfare.
5. Student club members and attendees are not permitted to approach people walking past; interested students will approach of their own volition.
6. Do not attach anything to the walls in the room or outside the entrance.
7. Clubs may attach one poster advertising their use of the space, with blutac, to the internal window of the entrance.
8. Any posters, banners or other advertising materials outside the Student Lounge are not permitted.
9. Attendees must be at a 1:1 Bondie and Non-Bondie Ratio. In the student lounge, you will find a stack of papers titled "STUDENT CLUBS BONDIE – NON-BONDIE EVENTS RATIO". This must be filled at every event and can either be returned to the BUSA Office or maintained by the club. At any point in the semester, BUSA or the Student Events Office may ask to see the logs.

Failure to abide by these rules, as well as any requests or directives from either BUSA members or staff, will result in the cancellation of future events requests for the period determined appropriate by BUSA and the Student Events Office.

SECTION FOUR **SECTION FOUR** **SECTION FOUR**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

SECTION FOUR **INTL. & SPORTING CLUBS**

SECTION FOUR **SECTION FOUR** **SECTION FOUR**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

SECTION FOUR **SECTION FOUR** **SECTION FOUR**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

**INTERNATIONAL &
SPORTING CLUBS**

SECTION FOUR **SECTION FOUR** **SECTION FOUR**

IN THIS SECTION...

International Clubs

International Week
Global Food Festival

Sporting Clubs

Working with Bond Sport
Sports Facility



INTERNATIONAL WEEK

International Week is held in Week 8 of every January Semester and goes for the entire week. Any international clubs can host events based on any international theme. Start planning early to prevent any overlaps or conflicts, and to equally promote all events! Clubs must budget for international week events beforehand.

Examples of events run in Semester 192

- Origami and Brazilian dance (Bond University College)
- Lion Dance (Hong Kong & Taiwanese Student Association)
- DIY Paper Lantern (Malaysian Society)
- International Mobility Fair (Student Exchange Office)
- Lollies and Costumes (BUSA)
- Holi-Festival of Colours (Indian Society)
- Indigenous Painting (Indigenous Society)
- Pancake Breakie (Uniglow)

How to apply to run an event for International Week

A club can only hold an event if they have budgeted a semester before to ensure there is money allocated specifically for this event. Any requested budget allocation changes need to be requested from the treasurer.busa@bond.edu.au

1. You must first request an event during the week from the International Student Liaison.
2. Once approved, find the right date to hold your event to ensure that it does not compete or clash with other student or external events.
3. You MUST submit a Student Event form.
4. Secure a room or venue in advance of your intended event.

See page 41 for information on the Event Form process.

Do not hesitate to contact the BUSA International Student Liaison if you have any questions regarding International Week!



GLOBAL FOOD FEST

Global Food Festival is held on Wednesday of Week 8 every semester, on the ornamental lawns. It is one of the key events held during International Week and offers a way for cultural clubs on campus to exhibit food from their respective cultures and countries.

Importantly, any clubs that are serving food and/or drinks at this event must have completed the Safe Food Handling Course. See page 43 for more information.

What to do if you want to join Global Food Festival?

Email international.busa@bond.edu.au by Week 3 to let them know that you are interested.

Once your attendance has been approved by the International Student Liaison, fill out the student event form for full approval. In your event form for GFF, you WON'T need to request any tables, chairs or tents as we will have these organised for the day! You will need to email a list of the food that you will be serving and the Certificate of Currency for Public Liability Insurance (COC) of your food provider.

Requirements for Clubs that are serving food:

- Safe Food Handling Course completed
- Hair must be tied back and good hygiene practices
- Gloves not necessarily be worn unless touching food directly (Eg. Preparation)
- Utensils used for food service.
- Food to be kept in safe food zone whilst transporting and prior to service (Eg. Below 4 degrees for cold or above 60 degrees for hot)
- Food should NOT be left in the sun at any time.
- No eating at the serving tables!

Clubs cannot save food for themselves,
however you are more than welcome to get food from other clubs.

WORKING WITH BOND SPORT

COACHES

Sporting Clubs are welcome to have a coach. However, not all Sporting Clubs can be assured of funding for coaches due to the nature of their sport.

The following Clubs **MUST** have a qualified coach to operate due to safety and risk management reasons:

- Rowing
- Cheer
- Equestrian
- Mixed Martial Arts
- Judo

Requirements for Club Coaches:

Club Presidents must provide a copy of their coaching qualifications and send these documents through to Bec Herbert in Bond Sport. Bond Sport will assess the qualifications of the coach and the situation of the club to see how a coach would fit with the club. Keep in mind that the coaching budget is established at the beginning of the year. Therefore, if you would like a coach, you need to start the process in the September semester before the year starts.

UNIFORMS

All sporting clubs fall under the brand of the 'Bond Bullsharks'. The current major sponsor for sport at Bond University is BLK. Delivery takes 8 weeks when ordering a new series of custom team uniforms from date of payment. Ordering stock items such as executive committee polos takes 2-3 weeks from date of payment. BUSA provide a \$10 subsidy for executive committee shirts.

Requirements:

- All official uniforms are to be purchased through BLK only. Any exceptions are to be discussed with Bond Sport.
- All uniform purchases are to be approved by Bond Sport
- Any use of the Bond Logo on any training attire, banners or merchandise must gain approval from Bond Sport

SPORTS FACILITY BOOKINGS

All sporting facility usage must be booked through Bond Sport (rherbert@bond.edu.au). To access some facilities (such as the Sporting Club House and Sporting Fields) you will be required to sign out keys from Security. Note that you have to leave your student ID at the gym when you hire out equipment and get keys. Failure to return keys will result in financial penalties and a refusal of future bookings.

Please note semester long Sporting Club bookings are made available by Bond Sport around week 9. Club Presidents will be informed through email when booking requests can be lodged.

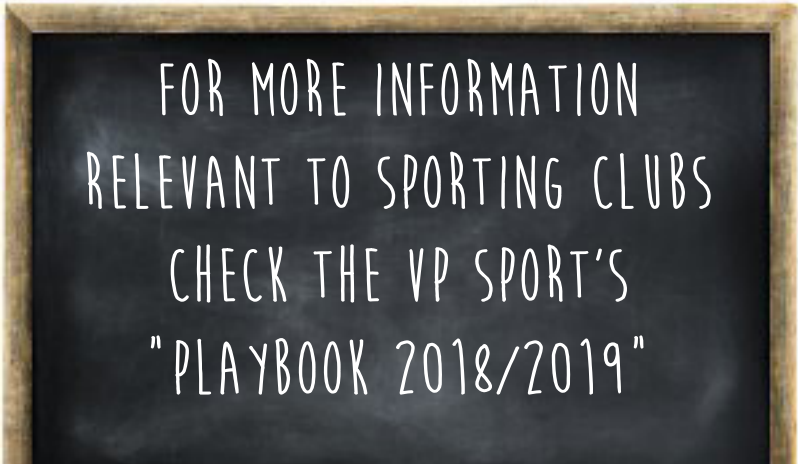
Club Presidents are made aware of their bookings during O Week of that semester.

SPORTING EQUIPMENT

Sporting Clubs should make requests for all necessary equipment in their funding applications. Bond Sport will place and order through World of Sport on behalf of sporting clubs. If you would like Bond Sport to purchase your approved equipment, please send through the item number and quantity required to rherbert@bond.edu.au. Only items approved in the Master Budget will be ordered.

To view the current catalogue visit <http://www.wos.com.au>.

For funding purposes, the clubs executive must detail quantities, sizes, and costs in the funding application.



FOR MORE INFORMATION
RELEVANT TO SPORTING CLUBS
CHECK THE VP SPORT'S
"PLAYBOOK 2018/2019"

SECTION SECTION SECTION
FIVE FIVE FIVE

CLUB SIGN ON DAY & CLUB SIGN ON DAY & CLUB SIGN ON DAY &
CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS

SECTION SECTION SECTION
FIVE FIVE FIVE

CLUB SIGN ON DAY & CLUB SIGN ON DAY & CLUB SIGN ON DAY &
CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS

SECTION FIVE CSOD AND CLUB EXEC AWARDS

SECTION SECTION SECTION
FIVE FIVE FIVE

CLUB SIGN ON DAY & CLUB SIGN ON DAY & CLUB SIGN ON DAY &
CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS

SECTION SECTION SECTION
FIVE FIVE FIVE

CLUB SIGN ON DAY & CLUB SIGN ON DAY & CLUB SIGN ON DAY &
CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS CLUB EXECUTIVE AWARDS

IN THIS SECTION...

Club Sign on Day

Club Attendance
Rules of Engagement

Club Executive Awards

What are the Club Executive Awards?
Which awards are we eligible for?
Nominations and Voting Process
Beyond Bond Confirmation



CLUB SIGN

Every semester, usually on Wednesday of Week 1, BUSA hosts a Club Sign on Day on the ornamental lawns.

Every student club is invited to the event and, as a rule, is expected to attend. This is not only a huge opportunity for clubs to attract new students, but for students to gain knowledge and understanding of the various clubs at Bond – the only way this would work is if we have both students AND clubs in attendance!

That being said, club members are often busy people and can't necessarily attend on the day. Similarly, some clubs find particular semester intakes more relevant to them than others (such as the Medical Student Associations in May). Your club will not be penalized for not attending Club Sign on Day, but of course attendance is strongly encouraged!

Finally, student clubs are offered the opportunity to run activities, come-and-tries and demonstrations at Club Sign on Day. Whilst this may not be viable for all student clubs, it's a great opportunity for performing arts clubs, sports clubs and cultural clubs amongst others to stand out from the stalls and crowds!

If your club is interested in running an activity get in contact with your Clubs and Societies Director before Club Sign on Day next semester.

Please note, if you fail to adhere to these rules or ignore BUSA's directions on the day you may be asked to leave.



ON DAY

RULES OF ENGAGEMENT

At Club Sign on Day, student clubs are expected to behave respectfully, warmly and professionally. Further, in order to make sure that all clubs engage with students on an even playing field, there are a few small rules to follow:

1. Area of Engagement

Every club is allocated one table each, unless otherwise requested beforehand. You are allowed to approach students within the 2m in front of your table. Importantly, the aim is not to heckle and harass students into signing up to your club but to allow interested students to approach you first!

If you would like to walk around the tents at Club Sign on Day and approach students you will need to seek approval from your Clubs and Societies Director in advance.

2. Materials allowed on the day

You are welcome to use posters, tablecloths, banners and media at your table – your creativity is the limit! Please bear in mind, however, that you are NOT permitted to hand out any flyers or paper materials as this causes litter around the campus. This is a directive from the chancellery.

3. For Political and Religious clubs

You are not, under any circumstances, to engage in any type of religious service, preaching, or political campaigning on the day. As per the Clubs Code of Conduct, these activities are to be engaged in ONLY behind closed doors and NEVER in public spaces.

All external attendees are expected to adhere to the same rules of engagement.

CLUB EXECUTIVE AWARDS

The BUSA Club Executive Awards are held each semester as a celebration of the hard work and commitment you have displayed to your respective clubs over the course of the semester. The event is a cocktail awards evening, with delicious food and drinks and is usually held on the Friday of Week 12.

2

Student clubs

receive invitations for 2 members.

4

Faculty Student

Associations receive invitations for 4 members.

On the night, clubs and club members are currently (193) eligible for the following awards:

Club Awards

- Best Club and Society
- Best Club and Society Event
- Best Social Justice Initiative
- Best Social Event
- Best Sporting Club

Faculty Student Association (FSA) Awards

- Best FSA
- Best FSA Social Event
- Best FSA Non-Social Event

Individual Awards

- Best Club and Society Executive Member
- Longstanding Club Commitment Award
- Sporting Spirit Award
- Best Bound Article
- Contribution to Campus Life Award
- Service to Students Award
- Bonnie Whitehead Award for Social Justice
- Best Non-Academic Staff Member

Additionally, in the third semester of each year, a further two special awards are included which acknowledge efforts from the past year in total. These are:

- Best New Club; Clubs who have been newly introduced within the past year are eligible for this award
- Kritin Bothra Award; This is awarded to an individual who is an exceptional all-rounder, having performed strongly in academia, sporting, university involvement and social justice.

The introduction of new awards, and the option to change the range of existing awards is at the discretion of the current BUSA committee.

NOMINATIONS AND VOTING PROCESS

Each semester, in approximately Week 10, BUSA will begin the process of seeking nominations for prospective award recipients at Club Executive Awards. An all student email will be sent out with a nominations link and specific instructions of the available awards, the criteria prospective nominees must show, and what those filling out the nomination form must include.

Anybody can nominate a club or individual that they believe deserves the award, and this includes self-nominating either yourself or the club you are a part of. Every nomination, and who they have come from will be considered by a selected panel of BUSA members.

THE PANEL

The Clubs and Societies Director, Clubs and Finance Liaison, Vice President of Recreation and President consider specific criteria to determine which of the nominees will comprise the final shortlist of 3 which can then be voted upon.

Any awards considering social justice or sporting will also be considered by relevant BUSA members including the Special Interests Director and Vice President of Sport.

See the Club Executive Awards Shortlisting Guidelines on page 68 for the explicit criteria BUSA considers for each award.





Each of the shortlisted individuals or clubs will be contacted by the Clubs and Finance Liaison to supply a "blurb" to be included in the voting link. These short descriptions are usually a third person reflection, sometimes humorous, which advocate why they believe they deserve the award for that semester.



Being shortlisted for an award is a great honour which represents BUSA and your peers recognising your exceptional contributions to the Bond community.

Ultimately the winner in each category is determined via a student vote conducted through another all student email sent out approximately a week before the awards night. These votes are collated, the winners determined, and awards given out on the night.



SHORTLISTING GUIDELINES

BEST CLUB AND SOCIETY

This award is to recognise the best non-FSA club and society on campus this semester. Nominees are expected to have had a positive and engaging on campus presence and demonstrated a number of events which were of high quality.

Primary Considerations:

- On campus presence (Important to run events on campus which are visible to the Bond Community)
- Quality and quantity of events
- Bond student engagement with events

Secondary Considerations:

- Interactions and dealings within the university (Staff Members, BUSA etc.)
- Relative size of club and the output they delivered
- Innovation and creativity (Any new events?)

BEST CLUB AND SOCIETY EVENT

This award is to recognise the best non-FSA club and society event of the semester. This category does not include events where the primary purpose of the event was social, such as Don's parties. Instead all other events such as Networking Events, Speaker / Panel Events, Career Events, Educational Events, Cultural Events, Skills Development and Workshop Events and BBQ's can be nominated.

Primary Considerations:

- Bond Student Engagement
- Number of attendees
- Quality of the event
- Innovation and creativity

Secondary Considerations:

- Committee engagement with the event (Did the people running the event actually show up?)
- Interactions and dealings within the university
- Marketing

BEST SOCIAL JUSTICE EVENT

This award is to recognise the best social justice initiative of the semester, this can include events, programs or campaigns conducted within the Bond community for the purposes of social justice.

Primary Considerations:

- Initiative
- Club behind it
- Quality of the event
- Innovation and creativity

Secondary Considerations:

- Impact / success of event

Shortlisted by Special Interest Director .

BEST SOCIAL EVENT

This award is to recognise the best non-FSA social event of the semester, which can include Don's nights, parties or any sort of event with the primary purpose of socialising or drinking.

Primary Considerations:

- Committee interaction with the event (Did they help load busses at Don's, did they come out?)
- Innovation and creativity
- Bond student engagement with events

Secondary Considerations:

- Interactions and dealings within the university (Staff Members, BUSA etc.)
- Relative size of club and the output they delivered
- Marketing for event

BEST SPORTING CLUB

This award is to recognise which of Bond's sporting clubs has been the best this semester, reflecting the events they run, their engagement and sporting performance.

Primary Considerations:

- Bond Student Engagement
- Quality and quantity of events

Secondary Considerations:

- Sporting / competition successes

Shortlisted by VP Sport.

BEST FACULTY STUDENT ASSOCIATION (FSA)

No need for nominations in this category as all 4 FSA's are automatically shortlisted. Each FSA will supply a blurb as to why they believe they should win the award.

BEST FSA SOCIAL EVENT

No need for nominations in this category as all 4 FSA's automatically receive a spot. FSA's will select the social event they would like to be shortlisted and produce a blurb for each. This event could include a typical Don's Night (The Session, Palaver, The Social and The Physical) or a once off social event, such as a ball, Welcome Drinks etc.

BEST FSA NON-SOCIAL EVENT

No need for nominations in this category, as all 4 FSA's automatically receive a spot. Each FSA will nominate the event they would like to be shortlisted and provide a blurb for it. This award is designed to acknowledge the quality events of FSA's that are more than just Dons parties, such as speaker, networking, skills or social justice events.

Primary Considerations all of the above:

- On campus presence
- Quality and quantity of events
- Bond student engagement with events

Secondary Considerations all of the above:

- Interactions and dealings within the university (Staff Members, BUSA etc.)
- Innovation and creativity (Any new events?)
- Appropriateness of representation of interests for faculty's students

BEST CLUB AND SOCIETY EXECUTIVE MEMBER

This award is to recognise the Best Club and Society Executive Member for the semester. This person can be any member of a club, FSA, Bondstock Committee or BondAid and is to recognise hard work and commitment to a single position this semester.

Primary Considerations:

- Visible commitment to club (Evidence from any BUSA or public interactions)
- Origin of nominations: more than just nominations from friends, must be nominated by members of their own club.

Secondary Considerations:

- Interactions and dealings within the university (Staff Members, BUSA etc.)
- Relative size of club and the output they've delivered in their role.

LONGSTANDING CLUB COMMITMENT AWARD

This award is to recognise an individual's commitment to a club over a long period of time. Excellent nominees are those who are close to graduation and have actively participated in the development of their club throughout their tenure at Bond.

Primary Considerations:

- Growth and development of club during their term
- Proximity to graduation – Best suited for students in their final semester or close to it

- Length of time and involvement in one club
- Quality of contribution – Is the club different from when they started?

SPORTING SPIRIT AWARD

This award is to recognise an individual which has demonstrated incredible sporting spirit at Bond this semester, this can be a reflection of their results, passion, enthusiasm, friendliness or a combination of all these factors.

Primary Considerations:

- Approachability and sportmanship on and off the field.

- Sporting / competition success.
- Leadership roles in sporting clubs?

Shortlisted by VP Sport.

BEST BOUND ARTICLE

To be solely shortlisted by the Publications Director who will select 3 articles from the semester published in Bound which were not written by current BUSA members.



CONTRIBUTION TO CAMPUS LIFE

This award is to recognise a student who has demonstrated a significant contribution to campus life, by being recognisable, having a positive attitude to other students, and showcasing effort to improve campus life.

Primary Considerations:

- On campus presence
- Recognisable and friendly
- Positive attitude to other students
- Efforts to improve campus life - usually through student clubs.

Secondary Considerations:

- Interactions and dealings within the university (Staff Members, BUSA etc.)
- Is the individual graduating soon?
- Current or past member of student club

SERVICE TO STUDENTS

This award is to recognise a student who consistently goes above and beyond in volunteering their time and effort to students, whether it be through engagement with clubs, leadership, or other positions at Bond. Nominees are expected to have proactively engaged in a variety of service commitments throughout their time at Bond.

Primary Considerations:

- Volunteering
- Student clubs and committee involvement
- Length of time providing service to students

Secondary Considerations:

- Provided service to students potentially through a paid role such as Res Fellows
- Quantity and variety of service commitments
- Are they graduating soon?

BONNIE WHITEHEAD AWARD FOR SOCIAL JUSTICE

This award is to recognise a student who embodies consistent commitment to social justice causes throughout their time at Bond. Nominees are expected to have multiple engagements with social justice initiatives, and shown true passion during these commitments.

Primary Considerations:

- Range of social justice focused commitments.

Shortlisted by Special Interests Director.

BEST NON-ACADEMIC STAFF MEMBER

This award is to recognise the incredible contributions of non-academic staff members at Bond each semester. Non-academic staff can include those involved in administration, food and beverage, Dons, student events, libraries and all other facilities which help Bond function.

Primary Considerations:

- Number of nominations
- Recognisable and friendly

- Tangible contribution to the life of students on campus.
- A staff member cannot be listed more than once a year - share the love!

BEYONDBOND CONFIRMATION



Once you have completed your term on a student club you're allowed to submit a BeyondBond reflection of your term. The BeyondBond team will ask for evidence of having served as a member for your student club.

If you have worked with BUSA within your role:

1. Email a member of the BUSA clubs team who you worked with and ask them to vouch for your time on the club.

NB: Make sure you've CC'd the BeyondBond team member who enquired in this email!

2. The BUSA member can then respond and vouch for your work on the student club.

If you've never worked directly with BUSA in your role:

1. Email the BUSA Clubs and Societies Director, CC'ing the President of your club in as well. Explain your role in the club and how long you served for.

2. Your President must then confirm your involvement in the club in response.

3. The BUSA Clubs and Societies Director can then confirm that they've been informed of your role and this whole email chain can be forwarded to the BeyondBond team.

For more information on BeyondBond reflections visit the BeyondBond page on your iLearn site!



Compiled and edited by Melissa Mitchell,
BUSA Clubs and Societies Director 2018/19