

# Student Representation

## Funding for student consultation

### Overview

**Student representatives who serve on a UQ committee or working group may wish to hold events or consultation sessions to connect with their student cohort for the purposes of:**

1. Gaining feedback from students or deciding on common issues to report to a committee or working group e.g. student forums, coffee and cake chats with smaller groups
2. Reporting back to students on the outcomes of issues raised at committees or working groups.

### Why seek funding?

Research shows incentives help with attendance numbers at student forums and encourages more diverse student voices

## Types of funding available

Each student rep can make a submission once a semester for funding to cover incentives for students to attend their events. An incentive of \$10 per student event attendee will be funded by Student Voice grants.

### 1. St Lucia campus

Activity leaders can offer a \$10 UQU voucher to each student attendee as a thank you OR they can use the vouchers provided to purchase food and refreshments for the event.

- UQU vouchers can be used to pay for catering or refreshments provided by UQU participating outlets ONLY
- The funding will be for the amount of \$10 per registered participant less a 20% drop off rate (this is to account for the number of students that actually turn up to events). Therefore, if you have 20 students registered, we would be able to give you \$160 worth of UQU vouchers.

### 2. Herston or Gatton events

As UQU vouchers are not redeemable at the Herston or Gatton campuses, activity leaders will purchase food as per usual from food outlets and use the funding provided to pay for the invoice.

- The funding will be for the amount of \$10 per registered participant less a 20% drop off rate (this is to account for the number of students that actually turn up to events). Therefore, if you have 20 students registered, we would be able to pay for \$160 worth of catering
- The caterer must issue an invoice to Student-Staff Partnerships (SSP) via the email [ssp@uq.edu.au](mailto:ssp@uq.edu.au). SSP will pay the invoice via credit card. The caterer will issue a receipt to [ssp@uq.edu.au](mailto:ssp@uq.edu.au)
- No money exchange will need to be coordinated by the activity leader.

## Try These Food Outlets

### St Lucia campus (UQU participating outlets only)

Pizza Caffe  
Darwin's  
On a Roll Bakery  
Main Course  
Lolly Shop

### Herston

St Leo's Catering  
Café Dose

### Gatton

Dining Hall  
Gatton catering

## Funding Methods

### St Lucia events:

UQU vouchers only

### Herston & Gatton events:

Invoice only



# Funding Checklist

## How to apply for funding for student representation consultations



**PLAN** - Allow at least 3 weeks for the required actions (see below) prior to running the event



**COMMITTEE APPROVAL** - Get approval from your committee to run the event



**APPLY FOR FUNDING** - Complete the Student-Staff Partnerships - Student Forum [Funding Submission Form](#) on the SSP website



**APPLICATION OUTCOME** - SSP will review your submission, and notify you of the outcome



**ADVERTISE & COLLECT REGISTRATIONS** - Tips for marketing your event are provided on the next page.



**CONTACT STUDENTS** - Provide interested students with full details of the event.



**ORGANISE INCENTIVE** - Contact SSP regarding the number of UQU vouchers needed and the registers for vouchers or catering.



**RUN EVENT** - Participating students need to complete and sign the register that they have received - either a UQU voucher or catering



**RETURN ITEMS TO THE SSP TEAM** - The completed register and any unused vouchers need to be returned to the SSP team within a week of the event.



**REPORT TO COMMITTEE** - Report back to your committee or working group any data or feedback collected.

# Marketing tips



**Email** - do you have access to the emails of your student cohort so you can contact them directly? Can anyone in your school/faculty assist you with this?



**Social Media** - who is in charge of your school's/faculty's Facebook pages? A post on this can sometimes attract some good attention.



**Lectures and Blackboard** - can anyone in your school/faculty, assist? How about your course coordinators? Sometimes they can help you to advertise via lectures (e.g. use a PowerPoint slide), or by a Blackboard announcement.



**Learning Centres** - does your school/faculty have learning centres or spaces where you could drop in and talk to students directly?



**Clubs and Societies** - is there a [UQU club or society](#) related to your desired cohort? Contact them to see if they can post on their social media or can help contact your desired cohort more directly.



**School/Faculty Events** - are there any upcoming events at which you can promote this opportunity?



**University Events** - if there are applicable events / weeks / promotions being held by UQ, try to co-ordinate to link in to these activities e.g. UQ Sustainability Week, T & L Week, Research Week etc.



**Newsletters** - does your school/faculty have a newsletter where you could include an event advertisement or announcement?

## Capture your event!

We love hearing stories and getting pictures of your events/committees/advisory groups to share amongst our community! If you would like to submit any photos/testimonials or stories, please feel free to send them to us. They may be distributed on the SSP website, booklets, promotional materials or social media. Feel free to submit them to [ssp@uq.edu.au](mailto:ssp@uq.edu.au). Please ensure you have sought permission before your event to take someone's photograph. You can do this by advising the group that there will be photography on the day, giving students the option to opt out of their photo being taken, or by having signs displayed at the event that lets them know photos will be taken on the day and possibly distributed for promotional purposes. If you would like more information, please do not hesitate to contact the Student-Staff Partnerships team on [ssp@uq.edu.au](mailto:ssp@uq.edu.au)

### UQ Student Affairs Division

[ssp@uq.edu.au](mailto:ssp@uq.edu.au)  
Student-Staff-Partnerships (Representation)



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