



# 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



# How to apply for funding

**Seek approval** from your committee chair/secretary to run an event. You will need their details and support when submitting your application

**Plan ahead** at least three weeks before the event. This will allow time for your application to be processed, your event to be advertised, registrations to be collected, and incentives organised

**Complete the application process** via the [Student Representation website](#). You will need to provide a brief summary of the activity you wish to run with background information and the type of funding requested. Please see 'Types of funding available' on previous page.

**Your submission will be reviewed** and the request confirmed by your committee chair/secretary, and then notify you of the outcome

**Check in with your school/faculty** and find out who can assist you with room bookings and the processes for the event

**Check in with your caterer** if you are using your funding to organise food and refreshments at your event. Ensure they can comply with the payment methods outlined in 'Types of funding available' on the previous page. Check if they can provide catering and delivery, or if you need to collect items and pay with vouchers

**An advertisement will be created** by the SSP team on StudentHub for students to register to attend your event (you will be sent a copy of this advertisement, together with the StudentHub link)

**Promote your event** by circulating the StudentHub link to your student cohort. (Tips for marketing your event are provided on the next page)

**After registration closes** the SSP team will email you a spreadsheet of the registrations. You will be in charge of contacting interested students and providing them with the full details of the activity e.g. location, date/time and any other requirements. Ask for dietary requirements if you are providing catering

**After you have confirmed numbers** you should organise the incentives (vouchers or catering). Students who will be attending the event will need to complete a register with their details to receive either the voucher or catering. This is required for SSP's financial records

**If you are organising UQU vouchers for attendees at St Lucia** send an email to [ssp@uq.edu.au](mailto:ssp@uq.edu.au) advising of the number of vouchers you will need and an approximate date and time (between 9am-4pm). Collect the vouchers and register from Building 21C at St Lucia campus. We recommend 2/3 days prior to your event. (St Lucia campus only)

**If you are catering the event at St Lucia** using a UQU participating outlet you will need to send an email to [ssp@uq.edu.au](mailto:ssp@uq.edu.au) advising us of the number of registrations and the number of vouchers needed to cover catering costs of your event (you will be allocated \$10 per head less 20% to allow for drop off rate). Organise a date and time (between 9am-4pm) when you are available to collect the vouchers and register. Pick them up from Building 21C at St Lucia campus. We recommend 2/3 days prior to your event

**If you are catering the event at Gatton or Herston** you will need to liaise with the caterer regarding the desired food/beverages (you will be allocated \$10 per head less 20% to allow for drop off rate). Inform the caterer that they need to email an invoice to [ssp@uq.edu.au](mailto:ssp@uq.edu.au) so we can make payment via credit card on your behalf. Send an email to [ssp@uq.edu.au](mailto:ssp@uq.edu.au) advising us of the number of registrations, the cost of catering/refreshments, and the name and contact number of the caterer. We recommend 2/3 days prior to your event. SSP will email you a register for attendees to complete

**The completed register** will need to be returned to the Student-Staff Partnerships team within a week of the event. You can scan and email this to: [ssp@uq.edu.au](mailto:ssp@uq.edu.au)

**Any unused vouchers** (if applicable) will need to be returned to the Student-Staff Partnerships team in Building 21C at St Lucia within a week of the event

# 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 the event in 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 ask students to sign up? Contact [volunteering@uq.edu.au](mailto:volunteering@uq.edu.au) to recruit some volunteers to help you collect registrations in this way.



**University Events** - if there are applicable events / weeks / promotions being held by UQ, try to co-ordinate your event 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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