

UWA STUDENT GUILD

ORIENTATION EVENT SUPPORT GRANT

What is an Orientation Event Support Grant?

Orientation Event Support Grants are offered to SOC and PAC affiliated societies to help encourage and support them in hosting alcohol-free orientation events for commencing first year students. The intention is to encourage a greater number of societies to offer events to facilitate an orientation environment for commencing students in which they can meet and get to know other commencing students as well as older students. The Orientation Event Support Grant is designed to be a prospective grant in that it is awarded prior to the event being held; with the decided quantum pending a submitted 'Club Event Support Grant' form (similar to Lion Nathan Grants) after the event has culminated. Receipts, invoices, and other necessary information should be submitted alongside this form.

There will be a maximum amount awarded to affiliated societies, (capped at \$1000), to be decided by a majority vote of the relevant subsidiary council(s). This maximum grant figure shall take into consideration the quantum of the grant pool allocated by Guild Council, the number of clubs and societies applying, and the guild member size of the affiliated society.

Additions to Club Grants Policy to reflect Orientation Event Support Grant

39. Clubs shall have the opportunity to claim Orientation Event Support Grants prior to the O-Day Festival unless consultation has occurred with the relevant Subsidiary Council.

40. The purpose of the Orientation Event Support Grant is to fund Society events or activities that are:

- A. Not involving alcohol, or the consumption thereof.
- B. Directed at commencing first year students.
- C. Embody an Orientation-style environment

41. To apply for an Orientation Event Support Grant, Societies must complete and submit the relevant forms provided on the Guild Website.

42. Applications shall be considered up until the O-Day Festival unless the SOC and PAC Committees have come to another decision.

43. If the application is approved, the SOC Treasurer shall inform Guild Finance so that funds may distributed to the relevant Society as soon as possible.

44. The SOC Treasurer shall publicise the relevant successful applications by whatever means that he or she deems fit.

45. Societies that successfully apply for Orientation Event Support Grants must submit a final budget to the SOC Treasurer after the relevant event of activity.

46. If the SOC Treasurer is not satisfied that the relevant funds have been spent entirely or inappropriately on the event of activity specified in the grant applications, the matter shall be referred to the SOC and PAC Committees for review.

47. If the SOC and PAC committee(s) are not satisfied that the relevant funds have been spent entirely or inappropriately on the event or activity specified in the grant application, they may require that relevant Club return to the Guild a specified portion of the funding.

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CONTACT DETAILS

Name:

Committee Position:

Phone:

Email:

CLUB/SOCIETY DETAILS

Name Of Club/Society:

Approx. number of members:

Percentage Guild members:

EVENT DETAILS

Event title:

Event Description (please include details on how your event will contribute to a vibrant, safe and fun orientation for enrolling students):

Number of People Attending (approx.):

Time and Date:

Location/Venue:

Have you contacted the UWA Student Guild Events office or Societies Council President about this event: (please tick one) YES NO

Event Promotion: (please tick all applicable)

Social Media
Stall
e-Mail
Posters
Faculty/School

Please submit queries and/or completed forms to the Societies Council President at soc@guild.uwa.edu.au as soon as possible. Applications will be considered weekly. Forms must be submitted prior to the O-Day Festival.



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Newsletter
Website
Other (please specify):

BUDGET & SPONSORSHIP

Have other sponsors been approached for this event: (please tick one) YES NO

If any have been secured, please list and describe the agreement:

Cost for students to participate (eg. Ticket cost): \$

How much are you requesting from the Guild Orientation Event Support Grant: \$

Give a breakdown of major expenses and incomes associated with this project. Where exact amounts are unknown please give your best estimates. The following subheadings will act as a guide. Please total the income and expenditure amounts in each column in your application.

Income

Ticket Sales: \$

Merchandise: \$

Club Contribution: \$

Guild Grant: \$

Sponsorship: \$

INCOME TOTAL: \$

Expenditure

Promotions: \$

Venue & Security: \$

Equipment: \$

Food & Drinks: \$

Entertainment: \$

EXPENDITURE TOTAL: \$

OVERALL PROFIT/LOSS: \$

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