Contents

Welcome 3
  What is the Centre for Student Engagement?
  Contact CSE

Starting a Club or Society 4
  Steps to starting a new Club on campus
  Why affiliate?
  Re-affiliating an existing Club or Society

Funding 5
  Guidelines
  The application process
  Outline of funding categories

Banking 9
  Opening a new bank account
  Depositing money
  Taking money out of the account
  Changing signatories on your bank account

Executive Roles and Requirements 10
  President
  Vice President
  Treasurer
  Secretary
  Holding an Annual General Meeting (AGM)

Activities & Events 11
  CSE ‘All Club Events’
  Organising your club event
  Promoting your club event

Policies and Procedures 14
  Risk Assessment
  Alcohol
  Food Safety
  Logos & the University Crest
  Copyright
  Occupational Health & Safety
  On-campus Venues
  Privacy Policy
  Respect for Diversity Policy
Welcome to the 2012 CSE Clubs & Societies Program!

Dear Clubs & Societies members,

Welcome to another exciting year of the Clubs & Societies program! 2012 has the potential to be the largest year on record for Clubs and Societies on the UOW Campus. Clubs & Societies offer a truly valuable contribution to student life at UOW. Involvement in Clubs & Societies is enriching and fun for the whole UOW community, and makes your time at UOW so much more than just classes and assessments.

Thank you so much for what you offer the student community, and we look forward to seeing what you will get up to in the coming year!

From,

The CSE Team

What is the Centre for Student Engagement?
CSE is a part of UniCentre at UOW, and is dedicated to giving students the opportunity to connect with each other, the campus and the wider community.

Contact CSE
If you have any questions, please don’t hesitate to contact:

Centre for Student Engagement
Wollongong UniCentre
PO Box U100
University of Wollongong, NSW 2500, Australia

P: (02) 4221 8018 / (02) 4221 8179
E: cse_unicentre@uow.edu.au
W: www.unicentre.uow.edu.au/getinvolved
F: Search ‘UOW Student Life’

Or come find us in Building 11, Level 1!
(Office Hours: 9:30am – 4:30pm, Monday – Friday)
Starting a Club or Society

Thinking of starting a new Club or Society? Just follow these steps and you can get your Club or Society affiliated:

1) You must be different! So check out if there are already any clubs with similar aims or objectives to yours – see the CSE website for a full list. Affiliation can be done between February – October.

2) You need at least 10 members to support your idea and agree to become financial members of the club (and at least 60% of members need to be students). Add those members to a membership list and invite them to the Club’s IGM (Inaugural General Meeting) at least 7 days prior to the meeting.

3) Hold your IGM. At this meeting, you will finalise your constitution, determine annual membership fee and elect your Executive.

How to: Holding an IGM
- Invite club members 7 days prior
- Elect a minute-taker to keep an accurate record of the meeting
- Officially name your Club or Society
- Discuss and formulate the Club’s aims & objectives
- Decide on the official annual membership fee (minimum $5.00)
- Adopt the CSE C&S Constitution and any proposed amendments
- Elect the Club’s Executives (President, Treasurer and Secretary as a minimum)
- Discuss activities you would like to organise during the session – consider cost and whether you’ll need to fundraise extra dollars to help you meet these costs
- Complete the affiliation paperwork and hand in to the CSE office:
  - New Club Start-Up Form
  - Membership Template
  - Minutes of the IGM
  - Constitution
  - Calendar of planned activities
  - Executive contact details
  - Letter requesting to affiliate

What’s in it for me? Reasons to affiliate
- Officially use UOW’s name as part of your club name
- Get insurance coverage for approved club activities and events
- Gain access to UniCentre & CSE services:
  - Funding
  - Training & Development
  - Web Space
  - Inter-club social events
  - Annual University awards
  - Free or subsidized room bookings on campus
  - Booking tables/chairs/pin-boards for daytime outdoor events
  - Club mailbox
  - Fee-free bank account = NAB
  - Computing
  - CSE staff to help with events, promotions and general advice

Re-affiliating Clubs
Existing clubs should see the C&S website for their Re-affiliation pack. All items must be completed and handed in.
If a club does not re-affiliate they will be deemed inactive, and control of club monies and property will be assumed by CSE.

Affiliation Date: 16/3/2012

Looking for important documents, resources and templates?
Go to: unicentre.uow.edu.au/getinvolved
Funding

Clubs & Societies form an important part of campus life by giving students the opportunity to participate in a diverse range of activities while at university. To support clubs and societies in their endeavor to organise a diverse range of activities and events UniCentre grants funding to Clubs & Societies.

**General eligibility requirements**

In order to be eligible for funding each Club or Society must:

- Open a bank account with NAB on campus
  *Please note that CSE can transfer funding to UOW NAB bank accounts only*
- Inform CSE about changes in the club’s Executive
- Hand in affiliation papers and all reporting on time
- Ensure that UniCentre CSE is properly represented as a sponsor on all promotional advertising. Please note, all advertising with the CSE logo needs to be sighted and approved by CSE before publishing
- Follow all CSE, UniCentre and UOW policies and regulations

**Important things to note regarding funding**

There will be no exceptions with the funding process.

Funding will be distributed in 3 funding rounds each semester and clubs apply in the closest round to their event:

- Weeks 3 and 7 and 12 rounds

Funding will be assessed and clubs notified at 3 intervals in the semester.

- Weeks 4 and 8
- StuVac week (for the remaining of the semesters payments)

**Please note:** Any items bought by a club with CSE funding are considered the property of CSE and will become the property of CSE when the club defaults, to be utilised for the benefit of all club members.

Fundraising events are not subsidised by CSE Funding. I.e. If you are selling tickets to non members to raise money CSE will not support the costs associated with running the event.

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**Funding application process**

1) **Submit an application for funding**

Each request for funding must be submitted using the online Funding Application Form (which can be found on the C&S Website under ‘forms’).

All funding must be applied for 3 weeks before the expense is incurred and before the event date unless clubs can demonstrate extraordinary circumstances. Applications will only be accepted if the correct procedures have been followed.

CSE Funding is available from Monday Week 1 first semester through to Friday of week 13 in second semester of each year. This includes the midyear recess break and excludes everything outside of this period.

2) **Notification**

Once submission of online form is complete, the club will receive an automatic notification and receipt of application.

CSE staff will contact each applicant within 5 working days after the application is submitted and communicate if the application is sufficient and effectively completed or communicate any changes required.

3) **Activity/Event**

If clubs have received approval for funding, clubs must keep receipts for every expense related to the funding application. CSE must be represented on all the clubs promotional material and acknowledged as a sponsor.

4) **Payment**

Clubs must submit all receipts by the Friday of the relevant Funding Round Week. If all receipts are in accordance with the approved funding application CSE will transfer the agreed amount into the club’s NAB bank account. Clubs that submit receipts after the relevant Funding Round will forfeit their funding.
### Funding Categories for 2012

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Category Explanation</th>
<th>What is funded</th>
<th>What is not funded</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affiliation Funding</strong></td>
<td>Clubs who submit their complete affiliation paperwork by the due date.</td>
<td>- Club activities &amp; events</td>
<td>- Apps after 18/03/211</td>
<td>$150 once a year (no app required)</td>
</tr>
<tr>
<td><strong>Start Up</strong></td>
<td>One off funding given to newly established clubs, who open a NAB account.</td>
<td>- Aids in the establishment of the club</td>
<td>- Existing clubs</td>
<td>$150 one off payment</td>
</tr>
<tr>
<td><strong>General Funding</strong></td>
<td>Funding offered for attending CSE run events, completing specified requirements in session one</td>
<td>- 2 Executive members attending 2 CSE Workshops per session ($25 per session)</td>
<td>- If Executive members only attend 1 Workshop</td>
<td>$100 payment at the end of session one</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Establishing and maintaining a Club social media site throughout both sessions ($25 per session)</td>
<td>- If a Club social media page is not established within 2 weeks of affiliation or not updated once every 2 weeks</td>
<td>$180 payment at the end of session two</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least 2 short film footage updates each session on Club social media and submitted to CSE to be added to CSE website ($25 per session)</td>
<td>- Footage that is not approved by CSE.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Submitting an updated Club membership list in Week 12 of session one ($25)</td>
<td>- Any membership lists submitted before or after Week 12. Or any membership lists that aren't fully completed eg don't have all student numbers and email addresses of all UOW members</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-2 Executive members attend the Executive Networking event in session 2 ($25)</td>
<td>-Only 1 Executive member in attendance</td>
<td></td>
</tr>
<tr>
<td>Funding Category</td>
<td>Category Explanation</td>
<td>What is funded</td>
<td>What is not funded</td>
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<tr>
<td>------------------</td>
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</tr>
<tr>
<td>General Funding (cont)</td>
<td>Funding offered for attending CSE run events, completing specified requirements in session one</td>
<td>- Club AGM held between Week 6 and Week 11 of session two ($40)</td>
<td>- AGM’s that are held before Week 6 or after Week 11 of session two. - AGM’s that aren’t advertised to EVERY member at least 14 days in advance - Incomplete End of year reports</td>
<td></td>
</tr>
<tr>
<td>Training Grant</td>
<td>This grant assists a club in providing training and development opportunities for its members. Eg. Conference attendance, seminars, workshops.</td>
<td>- Training of members - Guest Speaker costs (accommodation, transport, speaker fees) - Materials &amp; handouts - Travel expenses to conferences - Tools &amp; training aids - Catering costs</td>
<td>- Club clothing - Printers and ink - Internet/phone bills - Computers - BBQ purchase - Room hire - Stationary - Promo material - Sound Equip</td>
<td>$200 per session</td>
</tr>
<tr>
<td>Social Grant</td>
<td>The social grant assists clubs in providing social events for its members.</td>
<td>- Food &amp; beverages - Entertainment - Decorations - Resources - Security - Subsidized tickets / entry fees</td>
<td>- Room hire - Stationary - Promo material - Sound Equipment - Alcoholic drinks - Items provided by UniCentre CSE</td>
<td>$200 per session</td>
</tr>
<tr>
<td>Campus Engagement</td>
<td>Funding available to clubs who contribute back to the campus by holding events for the wider campus community/non members - major events between 50 and 100 people. The event must be held on campus and be in line with your clubs aims &amp; objectives.</td>
<td>- Food &amp; beverages - Entertainment (incl transport and accommodation costs) - Decorations - Resources - Promotional material - Signage - Security</td>
<td>- Room hire - Stationary - Sound Equipment - Alcoholic drinks - Off campus events - Items already provided by UniCentre CSE</td>
<td>$650 per session</td>
</tr>
<tr>
<td>Funding Category</td>
<td>Category Explanation</td>
<td>What is funded</td>
<td>What is not funded</td>
<td>Maximum Amount</td>
</tr>
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</tbody>
</table>
| **Special Events Funding** | Funding available to Clubs who collaborate with other UOW Clubs to hold large events on Campus for the wider campus. **OR** Funding available for Clubs who individually hold events on Campus for over 100 people and is targeted at the whole of the Campus. | - Food and beverage  
- Entertainment (incl transport and accommodation costs)  
- Decorations  
- Resources  
- Promotional material  
- Signage  
- Security | - Events that aren’t advertised to the whole campus through digital signage, the What’s On Email, advertising via Club Social Media page  
- Alcoholic drinks  
- Off campus events  
- Items already provided by UniCentre CSE | Varied |
| **Promotional Grant**    | This funding is to support clubs in raising their awareness of their group on the UOW Campuses. All items must be submitted to CSE for approval to be eligible for this category. | - Club business cards  
- Club promotional flyers  
- Club promo material | - Items that do not contain the CSE logo  
- Items not approved by CSE | $150 per session |
| **Club Banner Funding**  | Funding to assist with costs to produce a banner for the Club | - Club banners approved by CSE | - Banners that don’t contain the CSE logo  
- Banners not approved by CSE | Up to $100 one off payment |
| **Club Clothing Funding** | Funding to assist with the costs of producing Club clothing for members | - Club Clothing approved by CSE | - Clothing that doesn’t contain the CSE logo  
- Clothing that isn’t approved by CSE  
- Over $10 per piece of clothing  
- Clothing that’s not given to non-members  
- More than 30 pieces of clothing per Club | $20 per piece (max 20 Pieces of clothing per Club) |
Banking

A club bank account is free of charge and if your club would like to apply for funding from CSE it is a prerequisite. CSE will transfer funding into UOW NAB club bank accounts only.

Opening a New Bank Account
Opening a NAB bank account is easy - come to the CSE office to obtain an authorisation form and to organise an appointment with the NAB bank.

NAB will issue you with a cheque book. You need to use the cheque book to pay for any expenses. A minimum of two signatures are required on each cheque to validate it.

When opening a bank account you will also need to provide minutes of your IGM (typed and signed by the Club’s Executive) specifying:
- Name of the Club
- Names of Executive Committee
- Names of Signatories on the account - 2 or 3 [all signatories are required to go to the bank and provide them with 100 points of identification]

NOTE: Internet Banking and account debit cards are not available due to security reasons.

The nature of Clubs having changing Executives means that to keep the account secure, the withdrawals and deposits will need to be done manually at the bank by the signatories.

Change of Signatories on Club & Society Accounts
If you wish to change the signatories on your bank account (e.g. due to a change in the executive) your club must make an appointment to open or amend your account at least 48 hours prior to the appointment. Take the following documentation to the bank:

Minutes of Meeting specifying the following:
- That the signatories on your bank account are to be changed.
- Names of new Executive Committee.
- Names of new signatories on the account.

The minutes must be typed and signed by the executive committee

Letter from CSE
- Come to the CSE office before the appointment to obtain a letter verifying that you have changed your signatories.
- All new signatories need to come into the bank to complete the change. 100 points of identification needs to be provided by each new signatory.
- Previous Executives/signatories need not be present.

Please note:
- All mail and statements for your club account will be forwarded to the Centre for Student Engagement (PO Box U100, Wollongong NSW 2500) and placed into your club mailbox. No personal addresses will be allowed.
- The bank will require a current contact name and phone number for your club account should we need to contact you regarding your account.
- All paperwork and record cards are completed at the on campus NAB branch. Please call:

NAB (UOW)
P: (02) 4220 1300

Taking money out of the account
All accounts are provided with cheque books. In order to issue a valid cheque two registered signatories need to sign the cheque. If you wish to withdraw cash from your club account you will need to issue a ‘cash’ cheque, equally signed by two authorized signatories.

NOTE: If you issue a cheque to a third party you need to keep a record of your expense. If you do not have sufficient money in your bank account when a cheque is being presented, the bank will dishonour the cheque.
Executive Roles

Being involved in the running of a Club or Society is a challenging but rewarding task. To succeed you will need a high degree of enthusiasm, flexibility and reliability.

President
The President shall be responsible for the management and overall running of the club, including its financial well-being. One of the Presidents’ most important roles is ‘behind the scenes’ organisation and co-ordination.

The annual President’s Report should contain
- Overview of the year
- Successes and challenges from the year
- Recommendations to the Exec
- Aims for the following year

Each year every club must submit an Annual Report as a summation of the clubs’ activities for the year.

Please ensure that the appropriate templates, which can be downloaded from the CSE website, are used. Sample papers are also available from the CSE office to use as a guide.

Please note: If an appropriate report is not received by the due date, CSE has the authority to freeze a Club’s bank account or, in extreme cases, even cancel affiliation. In this circumstance, Clubs will not be eligible for Annual C&S Awards, funding or be involved at the following year’s O Week.

Vice President
The VP’s primary responsibility is to replace the president on the event of his/her resignation and supporting the president in his/her role.

In reporting the VP should report:
- Activities/ Events held by the club throughout the year (inc attendance)
- Key service providers used

Treasurer
The Treasurer is responsible for keeping and maintaining all club financial records, holding cheque books, petty cash tins etc. The Treasurer keeps the club informed of its financial position and carries out financial transactions as directed by the club executive.

With each report the Treasurer must submit:
- Profit and Loss Statement for the Club in the year (using template)
- A photocopy of the most recent NAB Bank Statement
- Membership Receipt Book

Membership: All Clubs & Societies must have a minimum annual membership fee of $5.00 per member. This membership fee is retained by the club and must be banked at NAB and used to pay for club related expenses.

No more than $100 petty cash is to be carried by a club at any one time,

Secretary
The role and responsibility of a Secretary are diverse. It concentrates on the administration of the club and aiding the president in running any meetings, including minute taking, and activities.

With each Report the Secretary provides
- Minutes from the Annual General Meeting
- Up to date membership list (using template)
- Executive lists including contacts (using template) for both the current and following year

ANNUAL GENERAL MEETING (AGM): Each Club or Society must hold meetings which all members are invited to attend, the AGM being the most important of the year. At the AGM, members have the opportunity to reflect and report on the activities of the past year and to begin planning for the year ahead. It is also at the AGM that new Executives will be elected by a vote by all members present. The executive has a responsibility to all club members to advertise the date, time and location of each meeting to all members at least seven (7) days before the event. You must have a quorum of 50%+1 members in attendance for your AGM to be considered valid.

unicentre.uow.edu.au/getinvolved
Activities & Events – CSE ‘All Club Events’

*C&S combined events are designed to get members of every Club & Society together to socialise and network, free of charge. Please check the CSE website for further details of the following events:*

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>O Week</strong></td>
<td>O Week is newly enrolled students’ first experience with the UOW Clubs &amp; Societies program. You could be involved in running games or activities, handing out food, or simply represent your club with a stall. Be a part of the festivities and have a chat to new (and returning!) students about what your club has to offer. <strong>Tue 21st – Thurs 23rd Feb: Duck Pond Lawn : 12pm – 3.30pm</strong></td>
</tr>
<tr>
<td><strong>Clubs Day</strong></td>
<td>Clubs Day is an opportunity for your club to showcase what you’re all about and is going to be bigger than ever in 2012! Come and set up a stall, and talk to the UOW community about your clubs aims, objectives, planned activities and more – a great opportunity to sign up new members. <strong>Wednesday Week 1: Session 1 &amp; Session 2 : 11pm – 2pm</strong></td>
</tr>
<tr>
<td><strong>UniCentre Cup</strong></td>
<td>The annual UniCentre Cup will be held on <strong>Friday the 30th of March</strong> at the URAC ovals. This is the perfect chance for clubs to go head to head in a sporting challenge to take out the title and highly sort after UniCentre Cup! Free to participate, great giveaways and a free lunch for all clubs!</td>
</tr>
<tr>
<td><strong>C&amp;S Executive Event</strong></td>
<td>This is the first Executive event for Clubs &amp; Societies and is a chance for CSE to formally recognise the exceptional work executives do on campus, to inform you of the 2011 Clubs year and some other important information. This event will be held on <strong>Thursday the 1st of March</strong>. Please keep an eye on your emails for more details. Food provided. All clubs must have at least one representative present.</td>
</tr>
<tr>
<td><strong>President Networking Events</strong></td>
<td>Each semester CSE will host 2 executive networking events, which allows clubs presidents to get together and network with each other, discussing their club activities and events. Nibbles provided.</td>
</tr>
<tr>
<td><strong>CSE Awards for 2012</strong></td>
<td>There are a number of awards that will be available to UniCentre C&amp;S in 2011. The purpose of these awards is to recognize and reward outstanding efforts by UniCentre Clubs &amp; Societies and their members. These awards will be announced annually at the <strong>Student Engagement Awards Night on Friday 19th October 2012</strong>. Clubs &amp; Societies will be responsible for nominating themselves for these awards – see the website for nomination guidelines and application forms!</td>
</tr>
</tbody>
</table>
Activities & Events – Organising your club event

Organising memorable club activities and events is the key in keeping a strong and happy membership base. To ensure your event is successful and safe for everybody attending please read through the following guidelines:

TOP TIPS

- Get in contact with other Clubs to organise combined events or cross promotion
- Start planning early
- Set clear goals and objectives for the event
- Speak to the CSE staff about the event and complete and event notification form (available from the CSE website)
- Create a budget for your event
- Check OH&S and Food & Alcohol safety guidelines on the CSE website
- Delegate tasks to everyone who is willing to get involved – try not to take on too much yourself
- Use all of the CSE resources

Marketing & Promotion

One of the most important aspects of organising and planning an event is ensuring that it is promoted well so that people know that the event is taking place. There are a number of ways this can be done – you could use ‘word of mouth’, use your membership database, Facebook, create posters for the digital screens, send out emails, the What’s On email, press releases ...

As an affiliated club of Wollongong UniCentre, your Club or Society is under obligation to follow the UniCentre Logo Guidelines. All Clubs and Societies must incorporate the CSE logo into the design of all materials for which is funding is sought. This may include:

- Banners
- T-Shirts
- Digital Signage
- Posters
- Flyers
- Equipment
- Website

Please remember that by providing funding, CSE is sponsoring your event. Proper acknowledgement of such support is required.

A copy of the logo can be obtained in jpg form from the CSE office or online. Please contact the CSE office for approval of your use of the logo.

For ideas on how best to promote your event, check over the page...

Event Notification

Event notification forms not only help you plan for your event, but are also required for insurance purposes. The CSE office must be notified of all planned C&S Activities and events – please complete the ‘Event Notification Form’ (available on the website) and forward to the CSE Office at least 2 weeks before your event.

Looking for important documents, resources and templates? Go to: unicentre.uow.edu.au/getinvolved
# Activities & Events – Promoting your club event

*UOW, UniCentre & CSE opportunities to promote your event -*

<table>
<thead>
<tr>
<th>Promotional Tool</th>
<th>Contact</th>
<th>Deadline</th>
<th>Why use this tool?</th>
</tr>
</thead>
<tbody>
<tr>
<td>UniCentre e-newsletter: What’s On!</td>
<td>The CSE office</td>
<td>Wednesday for publication on Friday</td>
<td>Promote C&amp;S Events to UOW Community</td>
</tr>
<tr>
<td>DSN Screens</td>
<td>Submit an MOV file to <a href="mailto:cse_unicentre@uow.edu.au">cse_unicentre@uow.edu.au</a> to have your promotional advertisement uploaded on the Digital screens around campus</td>
<td>10 working days before the event</td>
<td>Promote C&amp;S Events to UOW Community</td>
</tr>
<tr>
<td>Facebook</td>
<td>See <a href="http://www.facebook.com">www.facebook.com</a> and sign up for a page, group or event</td>
<td>-</td>
<td>Many young people now utilise social networking sites</td>
</tr>
</tbody>
</table>
| Events Calendar (shows on calendar on UOW website & DSN screens) | See the Events Calendar Form on the C & S Website  
Anything you add here, subject to approval, will be shown on the events calendar on the UOW website and on the RSS Feed on the DSN screens | At least one week before event begins | To advertise weekly meetings and other events |
| UOW Media | [media@uow.edu.au](mailto:media@uow.edu.au) | 10 working days before the event | To get media coverage at major events |
| Youtube clip/Viral marketing | Make a clip that promotes your event and upload it to [www.youtube.com](http://www.youtube.com) | - | Students can be very responsive to a clever clip, and it’s easy to pass on to friends |
| Email your Club Mailing List | - | - | Your club members are your most supportive audience! |
| Weekly Clubs Email | [cse_unicentre@uow.edu.au](mailto:cse_unicentre@uow.edu.au) | Wednesday for publication Friday/Monday | Reaches other club executives and may be forwarded to their members |
| Stalls | [cse_unicentre@uow.edu.au](mailto:cse_unicentre@uow.edu.au) | - | Opportunity to speak to students face-to-face |
### Policies & Procedure

**Risk Assessment**
To ensure the health and safety of your members and guests attending your club events or activities you need to think about potential hazards or situations that may cause injury and systematically eliminate or minimize the problem through preventative measures.

Please see the staff at the CSE office for a detailed outline on risk assessment procedures or download the risk assessment forms from the C&S website.

**Food Safety**
Bad personal hygiene is the most common way to spread germs. Good personal hygiene helps to reduce the number of germs spreading to food. **Food handlers are required to wash their hands** whenever they are handling food; and particularly before commencing or recommencing handling raw food. More information on food handling can be found on the C&S website. If you are intending to cook food at your event (e.g. sausage sizzle) please familiarise yourself with the food safety procedures, available from the ‘Australian Food Standards’ ([http://www.foodstandards.gov.au](http://www.foodstandards.gov.au)) or visit the CSE office for a print out.

**Copyright**
As an educational provider, UOW has a legal obligation to ensure that all staff and students comply with Australian copyright law. All original works are automatically given protection under the copyright act. You cannot copy music, videos, software, books, magazines, photographs, magazines or anything else protected by copyright.

A more detailed outline of the University’s copyright policy can be found at: [http://www.library.uow.edu.au/copyright/](http://www.library.uow.edu.au/copyright/)

**Alcohol**
No alcohol is to be served at any C&S event without approval from UniCentre. Refer enquiries about alcohol to CSE. If you are intending to supply alcohol at your event you must hold your event in a licensed venue on or off campus. The University has a number of policies on the consumption and supply of alcohol at social events see: [http://staff.uow.edu.au/ohs/working_safely/alcohol/index.html](http://staff.uow.edu.au/ohs/working_safely/alcohol/index.html) or contact the CSE office.

**Logos & the University Crest**
As an affiliated club of Wollongong UniCentre, your Club or Society is under obligation to follow the UniCentre Logo Guidelines. All Clubs & Societies must incorporate the CSE logo into the design of all materials for which funding is sought. This logo must not be used on any material that could be deemed offensive. Any material which includes a copy of the CSE logo must be approved by the C&S Coordinator.

The UOW crest represents the University. Any unauthorised use of the crest is a serious offence. It is very important, particularly for affiliated Clubs & Societies on campus not to use the University emblem or crest as/on club logos or web sites without the written permission from the University. To gain permission contact Cathy Ewart on cathy_ewart@uow.edu.au.

**Occupational Health & Safety (OH&S)**
Occupational Health & Safety (OH&S) is important to both the UniCentre and the University. Each club executive needs to be aware of the importance placed on the safety of the campus community. The detailed outline of this policy can be found at: [http://staff.uow.edu.au/ohs/](http://staff.uow.edu.au/ohs/)
Respect for Diversity Policy
The University of Wollongong expects all Clubs & Societies to provide an environment where the diversity of all members is respected, valued and supported. This includes freedom of opinion, where all members shall have the right to express their opinion while respecting the rights of others without fear of discrimination, harassment or bullying. The detailed outline of this policy can be found at: http://www.uow.edu.au/about/policy/UOW058716.html

Uni Rooms
If you require an indoor venue CSE can assist you with the booking of rooms – see the website for more information. However, no food or beverages are allowed in any of the University rooms. If you are looking for an outdoor venue there are plenty of beautiful locations on campus.

Uni Grounds
- No pegs/tent pegging in ground because of risk of damage to in-ground watering service
- Only use permanent BBQ’s (the McKinnon Lawn, Building 30, or near Building 15) which can be booked through CSE. If you choose to use your own BBQ, please use it on the crushed gravel pads and not the grass or pathways (to prevent oil damage).
- Set-up restricted to temporary table set-ups
- Signs & banners are to be kept within immediate vicinity of set up
- Electrical cords not to be laid across lawns, pathways and pedestrian access
- Only authorised outdoor power points to be used
- Activity not to impede pedestrian thoroughfares or access points
- Noise to be limited to within range of activity set up. No noise will be permitted during normal lecture periods

UniCentre Conference and Functions Centre
The Conference and Functions Centre has several licensed function venues, both on campus and at the Innovation Centre. Please direct all bookings & enquirirs to functions@uow.edu.au
The following information is required in the email:
- Name of the booking, club & contact details
- Date, time & preferred venue
- Anticipated number of guests attending
- Catering requirements (if applicable)
- Room setup details /Equipment details

UniBar Packages
If any Clubs & Societies would like to use the UniBar for an event they should contact the CSE office who will assist you in working with the UniBar Manager.
- There will be no charge for venue hire unless the venue is to be used exclusively
- Reservation of certain areas of the bar can be made where available (outside of peak trade periods)
- Food packages can be negotiated to suit your budget and needs
- Drink packages are not available however TABS can be run at anytime and paid by credit card on the day

Privacy Policy
The University of Wollongong has strict guidelines in regards to privacy. There are both Federal and State Laws relating to the use of personal information. All clubs have access to personal and sensitive information about members. It is very important that you understand your responsibilities as executive of a club in relation to privacy. The detailed outline of this policy can be found at: http://www.uow.edu.au/about/privacy/

Looking for important documents, resources and templates?
Go to: unicentre.uow.edu.au/getinvolved
CSE Reception

- All general enquiries
- CSE program information
- Clubs mail
- Equipment / Meeting room hire
- Room Bookings

P: (02)4221 8179 / (02) 4221 8018
E: cse_unicentre@uow.edu.au
W: www.unicentre.uow.edu.au/getinvolved
F: Search ‘UOW Student Life’

Peter Doran - Program Coordinator (4221 8018)

- All C&S related matters
- Funding and banking
- Events related enquiries
- Starting a club