**Student Clubs Handbook 2012**

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**Get more out of your Box Hill experience   
with SARC**

**Who we are…**

SARC stands for ***Student Activities & Representative Committees***. SARC has 3 full-time staff members including SARC Media Officer, Participation & Representation Officer and Student Activities Officer. Our offices are located in the Student Lounges at Whitehorse and Elgar campuses.

SARC Media Officer – coordinates The Box magazine and Student Diary. You can register to the mailing list which regularly seeks people to review CDs and pre-release movies. If you are a designer, writer, editor or photographer you should get involved, get published and add some of your work to your resume. Future employers will love it! SARC also has a TV show and we are always looking for new exciting presenters. Contact Luke Axelby on 9286 9676.

Participation & Representation Officer – works with the SRC and the Student Member on the Institute Board. The SRC meets each fortnight to work on student issues and interests. SARC also offers support for students who are facing disciplinary action or in need of support with grievance. Contact David Victor on 9286 9723.

Student Activities Officer – coordinates Orientation Week and other events including Sustainability Week, intervarsity sports days and Student Clubs. SARC works closely with students who run fundraising events as part of their course and encourages all students to make the most of their time at the Institute. Contact Shane Lawtey on 9826 9426.

**What we do…**

SARC runs an annual events calendar, coordinates the Student Representative Council (SRC) and also designs, writes and publishes a range of marketing materials including the Student Diary, The Box magazine, Student Web news items, posters and Facebook.

SARC is committed to providing a safe, fun and exciting environment for students at Box Hill Institute to enjoy and feel part of. We assist student Clubs and classes by providing our expertise and resources to make events run smoothly and safely.

SARC has resources that can be booked by student groups and staff. These include:

* BBQs, gas and cooking utensils
* Trestle tables
* Small sound system
* Hot water urns and coffee kit
* *Free\** advertising in *The Box* magazine

**It’s easy to get involved!**

The easiest way to make the most of your time here at Box Hill Institute is to know what’s going on and to use the many resources on offer for you. Below is the ***SARC 2012 Calendar of Events***. We welcome all students to get involved in the activities on campus and to participate in and contribute to campus life through attending events, becoming involved in students committees or by joining or starting up a Student Club with friends who have similar interests.

If you have a date in mind to run your own event, take a look at the SARC Calendar of Events dates first. You may be able to run your event in conjunction with an event that is already happening. This will mean that set up, promotion and participation at your event will be increased. See page 5 of this booklet.

**“Like” SARC on Facebook**

Most of SARC’s major events are posted on facebook. Like us at [www.facebook.com/boxhilltafesarc](http://www.facebook.com/boxhilltafesarc)

We regularly run competitions and promote SARC and Student Club events. There are heaps of photos of students making the most of it.

**SARC Calendar of Events 2012**

**FEBRUARY**

1 – Term 1 begins (non-Degree students)

14 – Valentine’s Day

14 – SARC Orientation Week (Whitehorse)

15 – SARC Orientation Week (Elgar)

16 - SARC Orientation Week (Nelson)

28 – CEO Carvery (Elgar)

29 – CEO Carvery (Nelson)

**MARCH**

1 – CEO Carvery (Whitehorse)

1 –AACA competitions registrations open

2 – Clean Up Your Campus Day (All campuses)

13 – Nominations open for Student Member on the Institute Board

16 – Nominations close for Student Member on the Institute Board

17 – St. Patricks Day

20 – TREV Indoor Soccer (Holmesglen)

21 – Harmony Day

26 – Election Week (All campuses)

27 – Election Week (All campuses)

28 – Election Week (All campuses)

28 – Sustainable Living Week (Whitehorse)

29 – Election Week (All campuses)

30 – Term 1 ends

31 – Earth Hour (8.30pm)

**APRIL**

6 – Good Friday

8 – Easter Sunday

9 – Easter Monday

11 – TREV Clubs Workshop (RMIT)

16 – Term 2 begins

18 - TREV Ten Pin Bowling (for Work Ed students) (Kangan)

**MAY**

1 – Trade Off Week (Nelson)

2 – Trade Off Week (Whitehorse)

3 – Trade Off Week (Elgar)

3 – TREV Ultimate Frisbee competition (Holmesglen)

13 – Mothers Day

24 – National Campus DJ competition State final (RMIT)

26 – Sorry Day

27 – Reconciliation Week starts

**JUNE**

1 – TREV Basketball competition (Waverly)

3 – Reconciliation Week ends (Mabo Day)

5 – World Environment Day

11 – Queens Birthday

21 – National Campus DJ competition National Final (RMIT)

29 – Term 2 ends

**JULY**

10 to 12 – International Student Orientation

16 – Term 3 starts

24 – Indigenous Culture Awareness Week (Nelson)

25 – Indigenous Culture Awareness Week (Whitehorse)

26 – Indigenous Culture Awareness Week (Elgar)

31 – TREV Dodge Ball competition (Monash Caulfield)

**AUGUST**

6 – Snow Trip (Mount Buller)

7 – Snow Trip (Mount Buller)

9 – Regional Final, National Campus Band Comp (Espy)

17-19 – TREV Snow Trip (Hotham)

23 – National Campus Band Comp State Final (venue TBC)

**SEPTEMBER**

2 – Father’s Day

14 – TREV Paintball (Geelong)

19 - TREV Ice Skating (Docklands)

21 – Last day of term 3

**OCTOBER**

8 – Term 4 begins

17– Ride to Work Day (Elgar)

27 & 28 – TREV Surf Camp (Torquay)

31 – Live 8 Music Festival

**NOVEMBER**

6 – Melbourne Cup Day

13 – Diwali (Indian Festival of Light)

**DECEMBER**

21 – Term 4 ends

**SARC publications deadlines**

**JANUARY**

16 – The Box magazine deadline (edition 1)

**FEBRUARY**

1 – The Box magazine released

**MARCH**

6 – The Box online edition, submission deadline (#1)

13 – The Box online released

23 – The Box magazine, submission deadline (edition 2)

**APRIL**

16 – The Box magazine released

**JUNE**

4 – The Box online edition, submission deadline (#2)

11 – The Box online edition released (#2)

22 – The Box magazine deadline (edition 3)

**JULY**

16 – The Box magazine released

**AUGUST**

27 – The Box online edition, submission deadline (#3)

**SEPTEMBER**

3 – The Box online edition, released

14 – The Box magazine deadline (edition 4)

**OCTOBER**

8 – The Box magazine released

**NOVEMBER**

12 - The Box online edition, submission deadline (#4)

19 - The Box online edition, released

**What are Student Clubs about?**

SARC recognises that there are student groups within the Institute who run events for their class, their Centre and also fundraising activities to raise much-needed funds for end-of-year exhibitions and performances. This year we want to help out more students than ever before.

The goals of a Student Club may include:

* Raise awareness about important issues
* Plan activities of interest to a group
* Coordinate social events
* Set and achieve group goals
* Raise money for a cause.

If you have a few class mates or friends who share a common goal, chances are there are others on campus that do to. SARC can help you set up a Club and experience more at Box Hill Institute.

**Student Clubs can get SARC support in many ways!**

**Administration and Committee Management support**

What is it that your Club wants to achieve?

Where do you start and how do you keep things going?

SARC can assist you in getting organised with setting up your club and keeping it running. We’ll try to keep paperwork to a minimum so you can focus on achieving your clubs goals. We can attend Club meetings and offer guidance to the President, Secretary and other committee member to help keep your members active in Club activities and initiatives. We can also provide templates to assist you in recording minutes from meetings.

Don’t be afraid to ask if you are unsure about how to get something done. We are here to help.

**Event Management support**

SARC can also offer expertise with assistance in running BBQs and other activities on campus. The SARC team can assist in all aspects of planning and running successful events. We have heaps of planned activities that your Club can tap into to create more awareness about your Club’s own activities. You can also use our events as a way to talk to students and sign-up new members.

Before you lock in dates for Clubs activities, consider what SARC has planned. It may be better to join in with our activities rather than do all the hard work yourselves. Check out the SARC Calendar of Events in this manual.

**Promotional support**

Advertise your club meetings and activities to all students at Box Hill Institute. SARC puts together *The Box* student magazine, SARC facebook, an in-house TV show, posters, Student Web and more.

Support may include:

1. Advertising or editorial in *The Box* student magazine
2. *The Box on The Box* (TV show) – advertising or interviews
3. Display of posters on campus
4. Promoting your event on Student Web
5. Setting up a stall at a SARC activity to talk with students face-to-face
6. Posts on SARC facebook

Clubs are encouraged to provide SARC Media Office with their calendar of proposed events so that they can be advised of the best ways to maximise exposure for successful activities and events. Advertising in SARC publications is free for Clubs. SARC Publications Deadlines are included in this manual.

**Funding support for registered Club activities**

There is limited funding for things such as:

* BBQs that are open to Club members and wider student population;
* Special interest workshops;
* Events held on campus or in local area; or
* Entry fees or registration fees for exhibitions or competitions;

In order to be considered for funding, your Club must request support at least 3 weeks prior to the event being held. Ideally, all Club events should be identified in a calendar that is presented to SARC when registering. The more notice you give SARC, the more opportunity we have to assist you with supporting your activities.

SARC can also provide Clubs with a limited amount of black and white photocopying for printing meeting agendas, minutes and posters.

**Access to Institute facilities, services and equipment**

Holding events on campus will save your Club money.

* Rooms can be booked for running committee meetings, holding activities and storage of Club equipment.
* Clubs can book Institute venues such as Nelson campus Igloo, Elgar campus Auditorium and larger conference rooms for events such as film screenings, guest speakers, expos, etc.
* BBQ and utensils can be booked for Club activities. Gas and basics such as tomato sauce, serviettes, cooking oil and aprons are included.
* SARC also has a coffee kit and portable urns for Clubs wanting to run activities on campus.
* A small sound system may be borrowed from SARC.

**Clubs Development program**

Throughout the year the SARC team will coordinate a Clubs Development program aimed at getting your Club started and supporting you in achieving your goals. The program may include sessions on:

* How to run a Club meeting workshop
* How to run a successful Activity workshop
* Fundraising workshop
* Sourcing and Managing Sponsorship workshop
* Hygiene for Food Handlers training
* Cultural Awareness training

If your Clubs suggests other areas for development we are happy to take them onboard. Chances are that other students may be interested too.

These development opportunities will be offered for little or no cost to Club members.

**Student Club Contact, Signatories and   
Privacy Consent Form**

**Club Name**

|  |
| --- |
| Club Contacts must be determined at properly constituted club meetings. They are the first contact for SARC, club members and the general public. |

**Club President**

Name

Telephone Number

Mobile Number

Address

Email Address

Signature

**Club Vice-President / Secretary2**

Name

Telephone Number

Mobile Number

Address

Email Address

Signature

**Club Contact Privacy Consent**

You have agreed to act as a Club Contact for a Student Club registered with SARC (Student Activities & Representative Committees). This means that SARC needs to obtain certain Personal Information from you, and SARC may need to disclose some or all of that Personal Information to other people.

By completing this form you are supplying SARC with Personal Information about yourself (**Information**). The Information may be used by SARC for any purpose relating to the proper operation of SARC or your position as a contact for a Student Club. By completing this form you consent to:

1. SARC; and
2. any person who requests the Information from SARC, including but not limited to students and staff of Box Hill Institute and members of the public,

Collecting, using and disclosing the Information in connection with the operation of SARC, the operation of your Student Club or in order to contact you as a 'Contact' for, or in relation to, yourClub*.*

The supply by you of the Information is voluntary. However, if you do not supply the Information, you will not be able to act as a contact for your Club. Personal addresses will not be given out. Name, mobile phone numbers and email addresses will be given only.

You have the right to request access to and correct the Information (or any part thereof) held by SARC. Please contact the Student Activities & Representative Committees (SARC) email [sarc@boxhill.edu.au](mailto:sarc@boxhill.edu.au) if you want to access or correct the Information.

As a Club Contact you agree not to improperly use or allow improper or unauthorised use of any Personal Information of club members or students which is obtained in your capacity as Club Contact.

……………………………………………. …………………………………………….

Signature of Club Contact #1 Signature of Club Contact #2

Date: Date:

## SARC

## Clubs Constitution

On affiliation all Clubs agree to abide by the SARC Clubs Constitution

**1. Definitions**

**Assets** - any equipment purchased by the Club

**Associate member** - a staff member or non Box Hill Institute student member

**Club** - a club that has registered with SARC

**Club Contact** - a person determined at a properly constituted club meeting as the first contact for SARC, club members and the general public

**Club member** - a member of the club

**Financial member** - a club member who has paid a membership fee

**2. Membership**

* 1. Clubs must have a minimum of 5 currently enrolled Box Hill Institute student members.
  2. Clubs must charge members a minimum membership fee of $5.00.
  3. Clubs must charge associate members at least twice the student membership fee. (e.g. teachers and friends)
  4. Membership must be non-discriminating and open to all Box Hill Institute students.

**3. Meetings and reports**

* + 1. All clubs must hold an Annual General Meeting, where Club Contacts are elected or appointed.

3.2 At least 7 days notice of meetings must be given to all members.

3.3 Financial members have the right to attend meetings, move motions and vote.

3.4 Club members (non- financial members) are ineligible to move motions and vote.

3.5 Quorum is 20% of club membership.

3.6 Clubs must meet at least twice per term and keep accurate minutes of meetings.

3.7 Club minutes must be presented to Student Activities Officer at the end of each term.

3.8 Clubs are encouraged to provide a brief report to the Student Activities Officer by the end of each term. Reports may be published in *The Box* student magazine.

**4. Elections**

* 1. Nomination for election of Club Contacts are proposed and seconded by financial members at the Annual General Meeting.

4.2 Only financial members are eligible to stand for office.

* 1. Elections are conducted by ballot of members present.

**5. Administration**

* 1. The operation of the club is under the management of the Club President and Secretary. These people shall not take actions contrary to decisions made at a club meeting.

#### 6. Equipment

6.1 Equipment purchased with funds granted by SARC is the property of SARC.

6.2 On disaffiliation or dissolution of a club, all assets revert to SARC.

6.3 Equipment may not be sold or disposed of without the permission of SARC.

#### 7. Grants

7.1 After an end of year review of events, unused club funds granted by SARC revert to SARC.

**8. Finance**

8.1 All club expenditure must be approved by club members.

* + 1. Clubs are not permitted to open or operate external bank accounts without the approval of SARC.

**Student Clubs Funding**

SARC Clubs Funding Applications are reviewed the first Tuesday of each month from March to November. Any application for funding will be considered, however the more an activity contributes to campus life and promotes student engagement, the stronger the application will be. When planning an activity you would like funded, consider

* Is the activity being held on campus?
* Will the activity take place during business hours?
* Will the activity improve life on campus?
* Does the activity encourage student engagement?
* Is the activity of interest to the general Institute community?

SARC Clubs Funding Applications are assessed against their fit with these criteria.

What is not be funded

* Promotional merchandise,
* Meeting expenses,
* Conferences, seminars or educational events
* Alcohol.
* Equipment purchases (limited)

**Student Clubs Funding Application**

Completing your Club Funding Application

* For each activity, complete a separate Club Funding Application,
* Answer each question with as much detail as possible (you may need extra paper), and
* Attach a current membership list and event budget that clearly outlines how the money will be spent.

If your Club Funding Application is incomplete, it will be returned to you.

**1. Club to complete**

|  |
| --- |
| Club name |
| Contact person for the activity |
| Contact details |
| Club membership fee |
| How much money does the club currently have |
| Number of current club members (attach a current membership list to verify this) |
| Activity name |
| Activity date |
| Activity time |
| Where will the activity be held |
| Description of the activity |
|  |
|  |
|  |
|  |
|  |
|  |
| How does the activity contribute to campus life and promote student engagement? |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| How much money is required? (attach a budget for the event) |
| What will the money be used for? |
|  |
|  |
|  |
|  |
|  |
| Has the club fundraised or sought sponsorship for the activity? If yes provide details. If no, why not? |
|  |
|  |
|  |
|  |
|  |
| How much money is the club contributing for the activity? |
| How much money are members being charged for the activity? |
| How will the event be promoted? |

**2. SARC staff member to complete**

|  |  |
| --- | --- |
| Is a membership list attached? |  |
| Is a budget for the activity attached? |  |
| Are all of the questions answered? |  |
| Is there only one activity on this application? |  |

1. If the answer to every question is yes, send the Club Funding Application, membership list and budget to a SARC staff member.
2. If any of the answers are no, contact the Club and explain what the problem is   
   (document any follow up on this form).

Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SARC staff member name and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3. SARC staff member to complete***

How much money will the activity be funded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach copy of email notifying club of outcome

**Club Meetings**

The purpose of a Club meeting is to plan, coordinate and report on the operations of the Club. They are the best opportunity for members to come together to share ideas and work out what the Club is going to do and how. It is important to have an outline of what will be discussed in advance (agenda), make a record of what is discussed (minutes) and then meet again to keep things progressing.

The most common types of meetings are Inaugural General Meetings (the Club’s first meeting) and Annual General Meetings.

Four things that a club needs to achieve at an Inaugural General Meeting or Annual General Meeting are

* Determine the Clubs aims and objectives,
* Elect office bearers or club contacts and signatories,
* Set membership fees, and
* Determine events for the year.

Committee meetings need to be held more regularly to ensure the smooth running of the club. Committee meetings generally consist of a small group of people who are working together on a special project like fundraising activities or an end of year exhibition. .

A meeting requires a **Chairperson** who:

* Keeps discussion in line with the agenda
* Notes who wishes to speak, and indicates when a person may speak.
* Is responsible for keeping conversation to the subject.
* Decides when discussion should be brought to an end.
* Does not usually get involved in the discussion unless their opinion is sought.
* Should summarise the issue under discussion to aid decision making.
* Refers the item to a working group for a report at the next meeting, if it is apparent that a decision can not be made.

**Club decisions**

There are several ways of voting. Choose the one most appropriate to your situation – don’t opt for a secret ballot when you know everyone in the room agrees on an issue.

# **General Agreement**

Why put it to the vote if it seems everyone is in agreement? The Chairperson can ask “Do we all agree that … ? Does anyone disagree?”

**Verbal**

The Chairperson asks members to say “aye” or “no” and decides which is the loudest response. This is suitable for large groups.

**Show of Hands**

The Chairperson asks members to raise their hands to either “aye” or “no” and counts the hands. This is useful when a precise vote count is required.

# **Individual Vote**

The Chairperson asks each member for their opinion. This is better suited to small groups – it prevents anyone from fence sitting.

**Secret Ballot**

Members vote on paper and two elected people (often committee members) count the votes. This is suitable for elections.

# **Tips for Successful Club Meetings**

* Don’t hold meetings that require full Club attendance too often – attendance will be poor.
* Set meeting dates well in advance. Try and give members at least two weeks notice of meetings, or set a schedule at the first meeting.
* Circulate an agenda well in advance of the meeting. Ask members if they wish to put anything on the agenda.
* Start the meeting on time. If you make a habit of starting late, members think it is okay to arrive late.
* Have an order to the meeting. First go over the minutes from the previous meeting, and then go through the agenda. Limit the time of discussion for each point and plan to end the meeting at an agreed time.
* Allow all members to have their say but do not allow individual opinions to dominate the meeting. Every member that has placed an issue on the agenda is given the floor, and other members are not allowed to interrupt until that person has finished.
* Try and include a social component, such as providing food or going out to dinner after the meeting. Although not always possible, it helps start the meeting with something light hearted and entertaining.

# **Minutes**

For the sake of accuracy, minutes should be written as soon after the meeting as possible, when details are still fresh in the mind. Preferably minutes should be circulated within a week of the meeting being held. Prompt circulation of the minutes stirs members who have been assigned tasks into early action and swiftly brings up to date those who missed the meeting.

# **How to take effective minutes**

* List those present along with apologies given.
* Follow the order of the agenda.
* Summarise the discussion and document any decisions made.
* (Clubs Minutes template)

**7 simple steps for   
booking the SARC BBQ**

SARC has made it as easy as possible for students and staff to use the SARC BBQs. There are a few simple steps you need to follow to ensure your BBQ is booked and you have all you need to prepare, plan and promote your successful event.

The SARC BBQs cost $50 per day to borrow. This includes: Delivery (on campus only); BBQ Kit with sauce, napkins, oil and utensils; and Gas bottles.

**Step 1** – Write a brief outline for your BBQ event

This will clarify the intention of the event. Why are you having a BBQ? Is it a fundraiser? Is it for a Student Club? Who are you targeting? What do you want to achieve?

**Step 2** - Choose a date and time

SARC has a very busy events calendar. We suggest you take a look at the SARC 2012 Calendar of Events to see if your event coincides with any of our dates. We have 2 BBQs and they get used by many different groups. Booking early will avoid disappointment of them not being available.

**Step 3** – Choose a location

There are lots of great places on campus to hold a BBQ. Make sure that you check with SARC or Facilities to ensure your preferred space is available for use on the day you wart.

**Step 4** – List the resources you need

SARC has BBQs, gas bottles, trestle tables and heaps more. Check out the SARC BBQ and Equipment Booking Form

**Step 5** – Complete the SARC BBQ and Equipment Booking Form

Once you have the information above, you can easily complete the SARC BBQ Booking and Equipment Form. This can be completed electronically and emailed to [sarc@bhtafe.edu.au](mailto:sarc@bhtafe.edu.au) or it can be printed and dropped in to a SARC Office on your campus. Your $50 booking fee must be made at the SARC Office on your campus.

**Step 6** – Recruit your volunteers

The more the merrier. SARC recommends that you have at least 3 people staffing the BBQ. You’ll need one person to handle raw uncooked food, one person to cook BBQ and another person to serve the cooked food. If the event is a fundraiser it is probably best to have a separate person to handle the money.

**Step 7** – Promote your event

SARC can assist you in the promotion of your event. If you locked in a date in advance, the SARC Media Officer can assist you by offering free\* publicity in The Box magazine and online. See page ??? of this booklet for more information on Successful Promotion of Campus Events.

**NOTE:** BBQ bookings must be made no less than 5 working days prior to your event date. Bookings made less than 5 working days in advance will not be accepted.

# **SARC BBQ and Equipment Booking Form**

**BOOKINGS MUST BE MADE WITHIN 5 WORKING DAYS OF EVENT**

**(page 1 of 2)**

**DATE / TIME REQUIRED**: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAMPUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROOM No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE OF EVENT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF BBQs REQUIRED (please circle):**  1 2

**SARC WILL PROVIDE:**

* BBQ/s
* Gas Bottles x 2
* BBQ Kit which includes:
  + BBQ tools (tongs, scrapers, knives)
  + Tomato sauce, spray oil, paper towel, foil
  + Gloves
  + Digital thermometer (and alcohol swabs for cleaning)
  + Cleaning Products (BBQ/s and all utensils, trays and equipment must be cleaned immediately after use)
  + Copy of SARC BBQ Operating Procedures.

**EVENT ORGANISER WILL PROVIDE:**

* $50 booking fee
* Food to be cooked and served
* **Guarantee that all equipment will be returned in clean, working order by 10.00am on the next working day.**
* Sufficient ice to keep raw food below 5 degrees prior to cooking
* Adequate staff/volunteers to safely conduct event

**ADDITIONAL SARC EQUIOPMENT:**

The resources below can also be booked for your BBQ.   
Please tick any additional equipment you would like delivered with the BBQ.

* Trestle table Quantity: 1 2 (please circle)
* Portable sound system (includes iPod jack only, no CD player available)
* Large Esky Quantity: 1 2 (please circle)
* Drink Esky Quantity: 1 2 (please circle)
* SARC banner
* Hot water urn Quantity: 1 2 (please circle)
* Coffee kit (contains coffee, tea, sugar, stirrers, spoons – milk not included

**BOOKINGS MUST BE MADE WITHIN 5 WORKING DAYS OF EVENT**

**(page 2 of 2**

**BORROWER DETAILS:**

SARC requires a $50 cash booking fee prior to SARC BBQ bookings being approved. BBQs must be cleaned and returned in the same working order as when borrowed. Deposit will not be returned until all BBQs and equipment has been checked by SARC.

Borrower’s Name:

Centre or Course of Study:

Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SARC Office use only**

Booking form received (date): \_\_\_\_\_\_ Received by: \_\_\_\_\_\_ Approval given: Y / N

Cafeteria notified (date): \_\_\_\_\_\_

Returned on (date): \_\_\_\_\_\_ Checked by: \_\_\_\_\_\_ Refund given: Y / N

**BBQ Operating Procedures**

Your BBQ must be attended by at least one person who has undertaken Food Hygiene training, at all times. The following Operating Procedures should be followed to ensure that the food you are serving is stored, cooked and served with food hygiene in mind.

**Event staff and volunteers**

* All people working in the BBQ area and handling food must wear gloves.
* Enclosed shoes must be worn by all people working the BBQ.
* Hair must be neat and tidy (long hair tied back or worn under hat/hair net).
* Service area must be kept clean and tidy at all times.
* Make sure you have at least one bin for rubbish and one bin for recyclable packaging.
* It is suggested to have staff/volunteers on shifts for cooking or serving. To ensure food hygiene, it is necessary to change gloves prior to serving cooked food.

**Storage of food**

* Place ice in Esky prior to purchase or collection of raw food.
* Raw meat should be kept on ice from time of collection and until time of cooking.
* No raw product should be kept uncovered or out of the Esky prior to cooking.

**Cooking and food hygiene**

* Hands must be washed thoroughly and gloves worn prior to handling of any food product. This includes: Meat, vegetables and bread.
* If using 2 BBQs and cooking meat and vegetarian option (or 2 different types of meat), it is advised to have one person cooking each BBQ.   
  This will avoid cross-contamination.
* Meat should only be removed from packaging when it is being put straight onto BBQ for cooking.
* No food products, raw or cooked, should be handled with bare hands.
* Use digital thermometer provided to ensure meat and vegetarian products have been cooked to a temperature above 75 degrees
* Cooked food may be put into foil-lines metal tray once it has reached a temperature of 75 degrees.
* Hot food must be kept above 60 degrees.
* Change gloves and wash hands every hour.

**Ordering Food for your Event**

The Cafeteria must be notified of all events on campus when food is either given away for free or sold, as part of a fundraiser. Delaware North Companies are responsible for the Cafeterias at Box Hill Institute. Contact by phone on (03) 9286-9269 or via email on [delaware@bhtafe.edu.au](mailto:delaware@bhtafe.edu.au)

For information on food safety visit [www.health.vic.gov.au/foodsafety/](http://www.health.vic.gov.au/foodsafety/)

Cold food must be stored below 5 degrees, prior to cooking. SARC Has Esky/s and digital thermometers that you can borrow to ensure your cold food is stored at the correct temperature. Allow enough time on the day of the event to buy the food you need locally. That way you can get the food into an ice-filled Esky and keep it cold prior to cooking it.

**Shopping list**

Here is a suggested shopping list for a basic sausage sizzle (100 serves)

* 100 thin sausages (approximately 12 per kg)
* 6 loaves bread sandwich-slice = 120 slices (average sandwich loaf has 20 slices of bread)
* Vegetarian options may include hash browns or vegetarian patties.

**Other considerations**

Gluten free option.

Check Google for ideas on Gluten Free BBQ options.

When you are catering to the masses it is not expected that you will necessarily cater for everyone. Having alternatives is great when possible. When it’s not possible, people are generally understanding, given a polite explanation.

**Allergies**

Common allergies include: nuts, dairy, wheat. Be mindful of what food you cook and the oil you cook with. It is important to know the ingredients of what you are serving in case a potential customer has allergies. It is also good customer service.

Keep all packaging from food items bought from supermarkets. This can be used for reference if people ask questions regarding ingredients at the event.

**Room Bookings**

SARC can arrange room bookings for Student Clubs, provided we are given enough notice and that rooms are available. In order to book a room for your Student Club to have a meeting or run an activity, we need to know the following:

Name of Student Club:

Name of Organiser:

Contact details for Organiser:”

Email address:

Mobile number:

Campus:

Building number:

Floor:

Room number:

Date:

Time required from:

Time required to:

Number of Attendees:

**Successful Promotion of Campus Events**

It is important to start promoting your event as early as possible to ensure its success. After all, you put a lot of effort into planning it and running it on the day. You want as many people to rock up as possible to ensure you sell all your food and get as many sign ups to your Club or promotion.

**SARC events**

SARC will happily display your poster or flyer at SARC events. We can even make announcements at our events to promote your event. We also appreciate it when Clubs and student groups promote our events at their events.

***The Box* magazine**

Make sure you know the deadlines to get your photos, posters or event information in on time. Here are some useful and tips

**Student Web**

News items and information on pages….

**Facebook**

SARC runs competitions, event reminders, photos, posters

**Posters**

Posters can be distributed across all campuses. SARC recommends no more than 50 posters for adequate coverage across all 3 campuses. Posters must be approved by SARC and stamped prior to being put up. Please allow 3 working days for approval. Don’t remove other posters from boards unless they are out of date. Posters must not be put up with sticky tape on walls or windows. Please use thumb tacks or blutac and use notice boards.

Posters must not conflict with Institute policy against the dissemination of racist, sexist, homophobic and other discriminatory material.

**The Box on The Box**

SARC has its very own TV show.

YouTube…

**Word of mouth**

The best way to let people know about your event is face to face. Tell as many people as you can. SARC often asks teachers for a minute to tell students about events that are happening on campus. Announcements before classes. Be sure to ask the teacher politely if it is OK to interrupt the class before entering.

Some other promotional ideas are

* Banners
* Ticket sale tables in the cafeteria or key traffic areas
* Photo displays of past activities
* Badges and t-shirts promoting your club
* Megaphones
* Club newsletters

**Sponsorship for your Event**

SARC encourages Student Clubs to approach local businesses for sponsorship. Some Clubs have great partnerships and sponsorship deals that offer discounts to their members and, in some cases, other students and staff at Box Hill Institute. If a sponsor for your event is interested in gaining maximum exposure on campus they can contact SARC via email at [sarc@bhtafe.edu.au](mailto:sarc@bhtafe.edu.au) or they can call the SARC Media Officer on 9286 9676.

Before entering into a sponsorship arrangement it is important to let SARC know to check that there won’t be a conflict of interest with an existing commercial or sponsorship arrangement the Institute has in place.

If your sponsor would like to come on campus to be part of your event they must complete a Stall holder Booking Form. This is standard for all businesses and not-for-profit organisations that come onto campus. The form ensures that we have adequate information from stallholders to provide appropriate access and also ensures that there is insurance coverage for them. See Market Stall Booking Form for more details (page???).

**SARC Sponsors include**

**BHI Digital**

BHI Digital Print Services is a part of Box Hill Institute and can provide competitive prices for most print jobs. Call them to get a quote when your Club needs quality printing done.



**Bicycle Superstore Nunawading**



**Rebel Sport Forest Hill**



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| --- |
| **Student Club**  sarc small  **AGENDA**  **2012** |
| **Meeting No:** | 1-2012 | |
| **Date:** | (Insert date) | |
| **Time:** | (Insert time) | |
| **Venue:** | (Room number, level and Campus) | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | Item | **Action** | Person responsible | **Time** |
| **1.0** | APOLOGIES |  |  |  |
| **2.0** | MINUTES OF LAST MEETING |  |  |  |
|  | Moved Seconded |  |  |  |
| **3.0** | GENERAL BUSINESS |  | (Name of discussion leader) |  |
| 3.1 | (Item one) |  |  |  |
| 3.2 | (Item two) |  |  |  |
| 3.3 | (Item three) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **4.0** | OTHER BUSINESS |  |  |  |
|  | (Items not on the agenda that need to be discussed) |  |  |  |
|  |  |  |  |  |

**NEXT MEETING HELD** (Set date, time and location of next meeting)