



# STUDENT GUILD

## Student Club Handbook



# ACKNOWLEDGEMENT OF COUNTRY

**We acknowledge the  
Traditional Owners of the land.  
We pay our respects to their  
Elders, past and present, and  
the Aboriginal Elders of other  
communities.**



## Clubs @UniSQ

Student clubs at the University of Southern Queensland (UniSQ) are the glue that binds academic and non-academic life together. A program facilitated by the UniSQ Student Guild (SG) enables students to get creative. From launching rockets, to knitting ninjas, and football champs, our clubs unite students from all walks of life under one awesome banner.

Students can gain valuable experience through serving on a club committee and have a heap of fun as well. So why don't you dive right in for the chance to forge friendships, make unforgettable memories, and even pick up skills that could turbocharge your career!

This handbook is your ticket to kickstarting and steering a UniSQ SG student club. Got queries or need an extra boost? The SG clubs & societies team (C&S Team) are just a message away!

## Walk-in times

Reach out to the C&S Team to have a chat. Come and talk to one of our Club Coordinators during our flexible walk-in times. Walk-in appointments are best for short, simple, easy to attend to issues. Walk-ins are always encouraged! Check our website for opening hours and locations.

If you require a longer catch up, or have a lot of questions, shoot through an email to formally book a meeting. Alternatively, reach out on the number or email listed below.

## Contact C&S Team

**Address:** 20 Baker Street,  
Darling Heights Toowoomba  
**Phone:** (07) 4688 0700 - Option 4  
**Email:** [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au)  
[www.studentguild.com.au/clubs](http://www.studentguild.com.au/clubs)





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# Events & **MARKETING**



**Social, professional, and industry-based events are one of the major value offerings that all affiliated clubs provide to the UniSQ student community.**





## Event Planning & Annual Calendar



During your initial executive meetings or IGM, we recommend creating an annual calendar to set expectations regarding time commitments and to help in planning club events for members. To increase awareness, create your events on QPay as this will ensure they get added to the events calendar [on our website](#).

## Events Documentation

To successfully run events, UniSQ student clubs may require funding from outside parties. SG recommends preparing the following:

- Event summary and run sheet with all relevant contact details for the event;
- risk assessment plans; and
- post event debrief and expense claim forms to be completed after an event.





# How to Plan a Successful Event

Planning events can be a difficult task, but with the right tools, support, and attitude you can create a memorable event for your members. We have compiled a step-by-step guide to assist your club in making memories!

## 1. Executive meeting planning

Meet to discuss and think about the purpose, budget, location, and timeline of the event. Set pricing of tickets and confirm availability.

## 2. Event documentation

Complete an event summary, run sheet and risk assessment plan for the event.

## 3. External outreach

Reach out to relevant suppliers and venues and request quotes. If applying for funding for these events, keep all quotes on hand.

## 4. Social media & marketing

Create a QPay event. Market and share your event to the UniSQ student community. This can be done through physical advertising, emailing your members, or by reaching out to the UniSQ SG for marketing support.

## 5. Ticket sales

Keep a track of all ticket sales leading up to the event. Use QPay as a platform for this management. We also suggest using staged and discounted pricing to drive sales.

## 6. Pre-event meeting

Organise a meeting in the days prior to the event, to finalise the timeline, executive roster, and venue contact with all who are involved and ensure everyone knows their duties and responsibilities.

## 7. Event day

On the day, we recommend arriving an hour early to ensure all is in order. Remember to have fun!!

## 8. Post-Event Actions

After the event, complete a 'post-event brief', we have supplied an example on our resource page. Additionally, update the profit & loss statements and asset register.





# Branding, Advertising, & Merchandise

A strong club brand is vital for attracting new members, sponsors, partners and promoting club activities. Having branding guidelines which specify things like the club colours (see colour hex code example for the Student Guild) and how logos can and should be used will help to keep things professional and organised.

## Social Media

We suggest using platforms like Instagram, Facebook and Canva to create branded content and raise awareness of your club. Remember to tag @unisqstudentguild on instagram stories and we will re-share it on our stories!

## Branded Merch

Club branded merchandise such as T-shirts, tote bags, water bottles, stationery etc. are also a good way to increase visibility of your brand on campus.

### \*Colour Hex Codes Example



### \*Merch Example



A significant advantage of being a UniSQ SG affiliated club is the free booking of campus rooms and spaces. With this privilege, responsibilities apply.

Bookings for indoor spaces must be made at least 14 days prior to the event, and for outdoor spaces (including club houses), a minimum of 30 days notice is required.

Despite most facility use being free, irregular events and events with large numbers of community members may incur cleaning charges.

## Types of Spaces & Activities

### Teaching Spaces

Suitable for meetings, games nights, trivia events, networking events and information sessions. These spaces may not be suitable for activities such as dancing, singing, acting rehearsals, painting or exercise. Please check with the UniSQ SG if you are unsure.

### Outdoor Spaces

Suitable for activities such as sports, dancing, general gatherings, and exercise.

### Indoor Sport Spaces

Suitable for all the same activities as outdoor spaces but exclude painting and activities that could damage the facilities.

### Room Layout

Clubs should take a photograph of the room upon entry to document furniture and equipment placement. Failing to restore the room may result in the loss of booking privileges.

Clubs must adhere to the rules set by UniSQ and the UniSQ SG, which include:

- compliance with any site license & facilities use terms;
- safe and appropriate conduct on any UniSQ campus;
- obtaining approval for product sales from the student guild;
- obtaining a Food Safety Certificate for anyone cooking and/or preparing food and practicing good food safety if cooking food; and
- allocating time for setup and packdown within the booking time frame.

The full terms can be found [here](#).

## Food & Drink

No food or drink is allowed in UniSQ teaching rooms, except in rooms designated for catering. Eating outside these rooms is encouraged to avoid a \$90 room hire cleaning fee. Alcohol is only permitted in licensed UniSQ venues.

## Non-Compliance Consequences

Failure to comply with these rules may result in the club being issued with a formal warning letter from UniSQ and the UniSQ SG. This may impact the club's ability to use spaces and facilities in the future as well as the club's affiliation.

## How To Book A Room on Campus

[Visit our website and fill out the form with as much information as possible.](#)





# BBQ Bookings @UniSQ

UniSQ SG Affiliated Clubs can book BBQs on campus to raise funds for club activities and to promote their club on campus.

## BBQ Locations

The student guild offers multiple portable BBQs at the Toowoomba campus. The spaces these can be used are (but not limited to):

- the Quad;
- CBRC;
- near Allison Dickson; and
- at club houses & on outdoor fields.

At the Springfield and Ipswich Campuses, there are fixed BBQs which can be booked. These are located near D Block at Springfield and near the Library at Ipswich.

## BBQ Booking Form

BBQs can be booked via the expression of interest form on QPay. Please register your preferred dates with as much information about your proposed event as possible.

## Food Handling Certificate

Prior to your BBQ event, make sure all individuals involved complete the Food Handling Certificate that is provided in the BBQ booking form.

Send the certificates to the C&S Team via the QPay Submission form, at least 7 days before the BBQ.

## Supplies

Make sure to talk with the C&S Team about what additional assistance can be provided to assist your event in the form of utensils, eskies, marquees and so forth.

## Promotion

Enhance your club's visibility by bringing your club banner and marketing materials to the BBQ. You can also share your materials with our marketing team for social media promotion.

Don't forget to tag @unisqstudentguild in your posts!

## Duration

Club BBQs typically run from 11:00am - 2:30pm. Club members running the BBQ must arrive at least 30 mins prior to allow time for set-up.

## Payments & Pricing

To handle transactions, you can bring a club square reader or a petty cash box. In case square readers encounter issues, we recommend printing QR codes with links for membership sales or event ticket sales.





## Terms & conditions of hire

When hiring SG equipment, clubs must abide by the general terms and conditions of hire (found here).

In essence, these terms require that clubs take care of the equipment they borrow, ensuring it is returned clean and by the due date.

The costs of repairing any damages or additional cleaning fees will be passed onto the club involved.

## Equipment hire process

Please submit a Equipment Hire Application Form via QPay.

We are constantly updating our equipment list. If you have specific equipment inquiries, please email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au).

## Loss/Damage Reporting

If the equipment you've rented is lost or damaged, promptly email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) with event/booking details, your contact information (name, email, phone, and role), and detailed descriptions/images of the damage or loss.

## Storage of club equipment

Storage of club equipment is free when using the SG storage spaces on campus. It is important that when storing items in these spaces you make an effort to minimise space used, do not store perishable items such as food and drinks, and you treat everything in these spaces with respect.

All items stored should be clean and dry and placed in the area allocated for the club. Club members can arrange access to the storage areas through the C&S Team - Monday to Friday during standard business hours.

UniSQ SG accepts no responsibility for loss or damage of items stored.





## High Risk Events (HREs)

High Risk Events (HREs) encompass activities that go beyond regular club events on-campus. These include remote travel, interstate trips, driving, adventure sports (e.g., skiing, abseiling, base jumping, parkour), sports involving heights exceeding 2 metres and speeds over 20 km/ph, and activities with significant physical contact.

## Managing HREs

If your club plans to participate in HREs, you must create and share a Risk Assessment Plan with SG to ensure they are informed and to check that you are adequately covered by insurance. Clubs should periodically review this document to align with the club's evolving needs.

*Note: Please find club risk assessment form on our website*





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# **Policies & REGULATIONS**



**Social, professional, and industry-based events are one of the major value offerings that all affiliated clubs provide to the student community.**





# UniSQ SG Regulations

All affiliated clubs are required to adhere to the UniSQ SG policies. These guide the behaviours, decision making and processes for the UniSQ SG operations. You can access the relevant UniSQ SG governance documents at [studentguild.com.au](http://studentguild.com.au), including the UniSQ SG Constitution, UniSQ SG Regulations, Code of Conduct, other policies and procedures.

## SG Clubs and Societies Policies

The [SG Student Clubs Policy](#) is a comprehensive document that addresses essential club functions and outlines the rules and requirements for affiliated clubs.

## Code of Conduct

According to UniSQ Regulations, all affiliated clubs must adhere to the UniSQ [SG Code of Conduct policy](#) as well as the following UniSQ policies:

- [Code of Conduct](#)
- [Privacy](#)
- [Student Expectations and responsibilities](#)
- [Student General Conduct](#)
- [Student General Misconduct Procedure](#)
- [Work Health and Safety](#)



To access the links in this handbook, please visit [studentguild.com.au](http://studentguild.com.au) or email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) if you require a physical version.

