

Cohort Connections Guidelines (Staff)

Aims and Objectives

The Cohort Connections Fund aims to support staff to provide cohort-building activities that enhance HASS coursework students' sense of belonging and employability capabilities. The fund can assist with organising and conducting such activities in a safe environment that adheres to government and UQ health and safety policies.

Supported Activities

The Student Futures team want to encourage cohorts to come together, whether that be within a program, course, or student club to connect and build the HASS sense of community especially as classes and events are returning to campus. We can offer support for extra-curricular social and employability events for groups from 20- 100 people (subject to space availability) and funding to subsidise activity costs (~\$12 per head).

Funding Exclusions

The funding cannot be used for the following:

- To cover any activities that are compulsory to any course/ or listed in the ECP
- Providing scholarships
- Providing remuneration for students/ staff
- Guest speaker/ presenter fees
- Any event serving alcohol.

Applications are accepted on a rolling basis throughout the year until funding runs out.

Don't know what to do?

The following menu options have been extremely popular with staff and students alike. Alternatively, if you have a specific event in mind, we can work together to design and deliver a tailored cohort-building event please contact us at studentfutures@hass@uq.edu.au for more information.

1. On-Campus Restaurant Café	2. Outdoor Event
E.g. Welcome Pizza Lunch for HASS students	E.g. Welcome to Semester 2 Morning tea
We can organise and book an on-campus outlet like the following: <ul style="list-style-type: none">• Pizza Café• Redroom• Merlos / Darwin's etc We can set up a tab or pre-order food and drink.	What's included: <ul style="list-style-type: none">• Outdoor Spaces (Lower Forgan Smith Lawns or Grassy Knoll with a max capacity of 150 people)• Catering options:<ul style="list-style-type: none">• Sausage Sizzle• Canapes• Morning/ Afternoon Tea
All options include: <ul style="list-style-type: none">• Eventbrite registration page & link• Volunteers to assist with set up/ pack down and registrations on the day.• Any event forms/ hospitality approvals to be completed by Student Futures team.	

The Support Process

1. Get in touch with the Student Futures team with your proposed event (if possible, include the following information)
 - a. Proposed dates/ days
 - b. Estimated attendance numbers (Students/ Staff/ Industry Guests)
 - c. The aim of the event and how it will benefit students/ UQ
2. Student Futures team to review idea plan and communicate outcome.
3. Student Futures team will assist in organising event logistics with applicant and provide event registration link
4. Academic/ School will promote event to student cohort
5. Academic/ School will host event/ attend (Student Futures team to set up and pack down event)
6. Students enjoy themselves!

Please note, all applications will be subject to a **4-week** processing time, please allow for this when organising your event. If your event is within **4 weeks** of your application date, please email us to advise us for expedited processing.

If you have any questions, please contact us as studentfutures@hass.uq.edu.au