

Career Connections Fund Guidelines

Description

The aim of the Career Connections Fund is to support staff and student clubs and societies to provide initiatives that enhance HASS coursework students' employability skills and career prospects. Staff and student club executives can apply for up to \$500 funding once per semester to offer extra-curricular employability activities to their peers/cohort.

Funding Conditions

1. Funding must:
 - a. be used to support extracurricular events that contribute to HASS coursework students' employability; and
 - b. align with the SSAF guidelines
2. Funding is granted on the condition that:
 - a. Initiative organisers agree to record student numbers of attendees and provide these to the student futures team
 - b. Provide an event summary report no later than one week after the event.

Funding cannot:

- Be used to pay students, staff or any other groups;
- Be used to purchase alcohol. Alcohol can be served at events but cannot be purchased using this funding source.

Examples of previous funding uses (funding is not limited to these uses):

- Catering
- Venue hire
- Small gifts/prizes
- Parking vouchers
- Entry tickets e.g. to a museum/art gallery
- Educational resources e.g. printing costs
- Printing and design of student magazines/publications
- Promotional materials to support club and society activities

Promotion

You must agree to:

- Acknowledge that the initiative is sponsored by the Faculty of Humanities and Social Sciences by using the following statement in your promotional materials: *"this initiative is sponsored by the Student Futures Team in the Faculty of Humanities and Social Sciences"* (if applicable)
- Send through any promotional materials to the HASS Student Futures team via: studentfutures@hass.uq.edu.au to be shared via our social media channels;
- Have signage at any events indicating that photos will be taken. If students do not consent to having their photo taken for promotional purposes they must let the event organiser know.

Reporting

One week after the initiative you must provide:

- A short report that outlines the outcomes of the event;
- Minimum three photos of students participating in the initiative; and
- A list of student participants, including student numbers.

*These reports and photos may be posted on the HASS website, or used in the Student Futures Annual Report.