



monash  
postgraduate  
association

# VIP - Volunteer Initiative Program

*Postgraduates*

**2017**



## TABLE OF CONTENTS

INTRO & ELIGIBILITY.....	1
PROGRAM DETAILS .....	2-3
TRAINING.....	4
OFF-CAMPUS TRIPS.....	5-8
VOLUNTEER APPRECIATION.....	9

## INTRODUCTION

Welcome to the MPA's *VIP Postgrads (Volunteer Initiative Program for Postgrads)*.

To be eligible, you must be a current Monash University postgraduate student.

Volunteers will gain valuable employability skills including communication, time management, networking and teamwork. Further opportunities to enhance these skills will be provided at free professional development seminars/training sessions and workshops offered to our volunteers.

MPA volunteers will receive a certificate of participation upon completion of 10+ hours of volunteering.

## ELIGIBILITY

If you are a Monash postgraduate and are interested in being involved with this exciting program, please complete the following online form.

### [NEW VOLUNTEER ONLINE REGISTRATION](#)

Enrolments onto the program are open until week 3 of semester. If the program is already full then you will be added to the reserve list to commence in the following semester.

MPA will contact you shortly after, confirming your place on the program and notifying you each time there are upcoming opportunities.

If you have any queries after reading this document, please contact Caroline:

<mailto:caroline.barrow@monash.edu>

## PROGRAM DETAILS

**Volunteering Opportunities:** Here is a small selection of our recurring activities which are available for volunteers to participate in. These activities are subject to change depending on time of year and scheduling.

Orientation		
Campus Tours	Taking groups of new students around campus and showing them the services and postgrad study spaces. Organising games and activities	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
Packs	Packing and printing orientation folders	<b>Caulfield /Clayton</b>
Panel	Answering questions at our postgrad orientation about your experiences at Monash	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
Registration and general help	Registering students on entry, signing people up to our facebook page and newsletter, room set-up, giving out materials/merchandise.	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
International Enrolment day	Manning the stand at Monash connect during enrolment and signing students up to our newsletter and fb page and giving out information about MPA and our orientation day.	Feb/July <b>Caulfield /Clayton</b>
Orientation socials	Helping with room set-up/decoration, dj'ing, running/organizing games and activities and encouraging new students to socialize.	Feb/July <b>Caulfield</b>
Welcome to Monash	Manning the MPA stand and arranging competition/games to hold at the stand	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>

Social		
Monthly lunches	Registering students on entry, promoting our trips and setting up and themes/games organised by staff	<b>Caulfield /Clayton</b>
Weekly coffee club	Acting as a contact person for attendees, ordering the coffees from the George café (making sure they know to invoice MPA) encouraging discussion and conversation, relaying any students request/feedback to MPA	<b>Peninsula</b>
Social Hour/HDR Social	Arranging food and drinks for this lunchtime social in the lounges, actively promote the social to students to ensure ongoing attendance	<b>Caulfield /Clayton</b>

Wine and Cheese evening	Handing out drinks vouchers and MPA trips leaflets and registering students. Relaying instructions to caterers	Caulfield
Badminton Group	Leading our weekly mpa badminton in collaboration with Monash Sport	Caulfield
City Cycling Tour	Developing an exciting and scenic tour route for our mpa cycling group. Can be a one off or ongoing activity.	Off-Campus
MPAEC Committee	Assisting our committee members with their events such as 'the language exchange' and 'careers forum'.	Multiple Locations
Speed-Mentoring	Assisting with the running and set-up of our speed mentoring event.	
Off-Campus Day trips	Leading day trips to Philip Island, Peninsula Hot Springs, mountain biking in the You-Yangs, Yarra Valley Wineries and more	Off-Campus
Overnight trips	Uluru, Grampians, Wilson's prom, skiing and more	Off-Campus
India Fundraiser	Planning activities and events for our fundraising initiative for the ASHA Centre	Caulfield
Soccer Competition	Leading our soccer club, promotions and signing up teams	Clayton

Academic/Other		
Hot Seat	Room set-up, welcoming speakers and promotion	Peninsula
Lecturer of the year/Supervisor of the year	Promotions	Online
Conferences/seminars	Additional help with staffing/organizing of student-led conferences.	All Campus

Community Engagement and Social Responsibility		
Hamodava Café	<p>MPA are excited to announce that we are expanding our volunteer programme into some community outreach and social responsibility. As our first activity in this genre, mpa have set-up links with the Salvation Army to help out at their City Kitchen, which supports struggling members of the Melbourne Community.</p> <p><i>The Hamodava Café is a welcoming venue providing breakfast, lunch, coffee and tea, as well as support to people from all walks of life, especially those living on the margins of society. Hamodava Cafe's primary purpose is about</i></p>	City

	<i>building relationships with people and developing a strong sense of belonging and acceptance for all and to assist them out of their current state of homelessness.</i>	
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Training Days		
Orientation Panel Selection	Panelists should reflect the diversity of our student body (HDR/CW/Intl/Domestic). They will be selected based on projection, coherency and articulation.	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
Orientation Training	Assigning tasks, scheduling, stock, t-shirts	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
Orientation tour training	Tour route and pointers, ice breakers, timings and groupings	Feb/July <b>Caulfield</b>
		Feb/July <b>Clayton</b>
Trip leader interviews	To assess capabilities and leadership qualities	Feb/July <b>Caulfield</b>
Mental Health Training	Online (moodle) course, <b>mandatory for trip leaders</b> <a href="#">ENROL: Changing Minds online training</a>	Feb/July <b>Online</b>
Incident Management Training	2hr practical on campus training session, <b>mandatory for trip leaders</b> <a href="#">ENROL: Incident Management training session</a>	Feb/July <b>Caulfield/Clayton</b>
First Aid	Optional (recommended for trip leaders)	tba

## OFF-CAMPUS TRIPS

Our off-campus trips are some of the most popular volunteer activities and get booked up quickly. Here is some vital information regarding this element of the volunteer program.

- ✚ Hours spent on trips do not count towards your financial reward as you will receive your place on the trip for free.
- ✚ You will need to come in for a meeting prior to being confirmed as a trip volunteer to assess your capabilities as a leader. There is a stringent selection process in place for this activity to ensure trip leaders have the necessary skills.
- ✚ You will need to complete two mandatory training elements, and then send the certificates/confirmation to [caroline.barrow@monash.edu](mailto:caroline.barrow@monash.edu)
  - [ENROL: Changing Minds online training](#)
  - [ENROL: Incident Management training session](#)

### Responsibilities of trip leaders

- As a trip leader you are there to act as a liaison between the tour company and the MPA.
- Prior to departure you will need to read through the trip checklist
- The tour company is ultimately responsible for the health and safety of the people on the trip, all decision making and leading the tour.
- MPA volunteer trip leaders will need to act as a contact point for students at the beginning of the trip, check off names on the register when leaving each destination, and encourage people on the trip to get involved and have fun!
- Trip leaders are also more than welcome to plan games/quizzes etc for the coach journey if they are able.
- If any problems/issues arise then this should be relayed to an MPA staff member, at the time of the incident.

## PRE-EVENT CHECKLIST FOR TRIP LEADERS

### Before the Day

- Make sure you have received the 'trip leader pack' from the mpa.
- Check the pack includes the trip details, list of attendees, emergency instructions, mpa phone & charger and useful contact numbers sheet.
- Charge the mpa phone overnight.
- Make sure you have given your details to mpa staff (emergency contact name and number, dietary requirements, any existing medical conditions)
- Double check what time you need to meet the bus (10 mins before the meeting time for participants)
- Check which campus you are meeting the bus and which campus the bus is stopping at first.
- Plan some games (quizzes etc) to entertain people with on the bus
- Make sure your mpa volunteer t-shirt is clean (come and collect one from the clayton/caulfield office if you don't have one)

### On the Day

- Meet the bus 10 minutes before the participants at either Caulfield/Clayton Pick-up point
- Introduce yourself to the driver as the mpa representative.
- Check everyone's names off on the register. If the bus stopped at the other campus first, then take the names of all the people already on the bus as well as those getting on.
- Once everyone is on the bus, make a short announcement welcoming them on the trip, telling them to come to you if they have any questions and show them the trip-leader folder and tell them to refer to this, if there is an emergency and you are unavailable.
- Each time the bus stops at a location make sure you do a head-count of everyone getting back on the bus before departure.

- If the numbers don't add up to the amount of people who originally came on the trip, then do a name-call and see who's missing.
- If someone is missing, look up their number on the register and try to get in touch with them
- If any participant decides to leave the trip at any point, then you are not obliged to force them to get back on the bus or continue the trip. Call the mpa and inform them of the situation and let them know someone is not continuing.
- Make sure the vegetarian/gluten free meals are given to those who've requested it first, if for any reason someone cannot eat what is provided, then see if there is anywhere to buy an alternative and then the mpa will reimburse you. This should only be done in cases where someone cannot eat a particular meal due to allergies/religious reasons etc. Not simply because they don't like something. .
- Regularly assess whether participants are enjoying themselves or if they are withdrawn etc. If they need help socialising or are spending a lot of time alone, chat to them and try to include them.
- Whenever you stop at a location and get off the bus, agree on a meeting point, in the event that anyone loses the group or there is an emergency they can come to that location and find you. Where relevant, also agree a meeting time.
- Take photos!!!!!!!
- Upon arriving back at the campus locations, make a short announcement along the lines of 'we hope you enjoyed the trip etc etc' and double check that everyone gets off the bus and has a way of getting home. Make sure you've also made arrangements for yourself to get home!!!
- If anyone hasn't made arrangements to get home then you can allow them to use the mobile phone to call someone or a taxi. Once you are back at the campus' your responsibilities with regards to the students ends, so if someone hasn't made arrangements to get home, you are not required to wait with them or organise their transport. You should however contact security if you are concerned about anyone's safety in getting home and call/sms us to let us know which student it was and what (if any) arrangements were made.
- Bring back the trip folder to the Caulfield office in the week following the trip!

***...Have fun!!!!!!!!!!!!***

## *In the event of an incident*

- Stay calm, take your time with decision making, do not let other people pressure you into making any decisions you are not comfortable with.
- Organise your immediate safety and the safety of the team
- If you feel it is absolutely necessary, call the emergency services (000) use your judgement. Do not call for something which isn't an emergency, requiring some form of action.
- If it **does not** require the attention of the emergency services, contact mpa for instructions.
- If no action is required, still inform mpa, so that staff are aware of either a potential incident, or something which may be brought up later.
- Never compromise your own safety.
- Remember that the tour company is ultimately responsible for decision making. Consult with them on any issues which arise and make sure they are aware of potential situations. If you feel at any point they are being negligent or making a poor decision, inform the mpa immediately.
- If you feel out of your depth at any point, or cannot decide what action to take, or whether action is required, call mpa.
- In an emergency, act on the instructions of an mpa staff member or the emergency services (whoever is dealing with the situation)
- If in the very unlikely event that media becomes involved, do not communicate with them. The university will be involved and in control of this if an emergency has reached the stage of gathering media attention
- You may need to relocate in some instances. If this is the case, mpa will deal with all arrangements.
- Seek appropriate support following any incidents.
- Summarise the incident on paper and submit to the mpa for their records.

## **VOLUNTEER APPRECIATION**

All volunteers are entitled to a certificate and reward upon completion of 10+ hours of volunteering. The reward is given at the discretion of MPA staff members who reserve the right to make amendments at any point.

You need to fill in the hours you've contributed via the online volunteer hour log within 24 hours of completing the activity so that they can be signed off by an mpa staff member and counted towards your final certificate.

### [VOLUNTEER HOUR LOG](#)

***NOTE:***

- Additional activities may be added as opportunities arise. Volunteers will be notified of any new activities that are introduced.
- Some volunteer activities require a selection process.
- Hours spent on trips do not count towards your financial reward as you will receive your place on the trip for free.
- Hours spent on trips will still be counted on your certificate.
- If you are enrolled on the mentor program, these hours are logged separately and do not count towards your volunteer hours.