



monash
postgraduate
association

VIP - Volunteer Initiative Program

Postgraduates

2016



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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 and workshops offered to our volunteers.

To show our appreciation for your time, postgraduate volunteers will receive a certificate of participation and a gift for those who have contributed at least 10 hours.

If you are a Monash postgraduate and are interested in being involved with this exciting program, please complete this online form: [NEWLY ENROLLED STUDENTS: VOLUNTEER REGISTRATION FORM](#)

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>

VIP POSTGRADS

Volunteering Opportunities: Here is a 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 up to 30 new students around campus and showing them the services and postgrad study spaces	Caulfield /Clayton
Packs	Packing and printing orientation folders	Caulfield /Clayton
Panel	Answering questions at our postgrad orientation about your experiences at Monash	Caulfield /Clayton
Registration and general help	Registering students on entry, signing people up to our fb page and newsletter, room set-up, giving out materials.	Caulfield /Clayton
International Enrolment day	Manning the stand at Monash connect during intl enrolment and signing students up to our newsletter and fb page and giving out information about MPA and our orientation day.	Caulfield /Clayton
Orientation social	Helping with room set-up/decoration, helping the caterers' set-up and encouraging new students to socialize.	Caulfield
Welcome to Monash	Manning the MPA stand and arranging competition/games to hold at the stand	Caulfield /Clayton

Social		
Monthly lunches	Registering students on entry, promoting our trips and setting up and themes previously organized by staff	Caulfield /Clayton
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	Peninsula
Social Jam	Arranging food and drinks for this lunchtime social in the lounges, actively promote the social to students to ensure ongoing attendance	Caulfield /Clayton
Wine and Cheese evening	Handing out drinks vouchers and MPA trips leaflets and registering students. Relaying instructions to caterers	Caulfield

Day trips	Conducting 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	Promotion and signing up teams	Clayton

Academic/Other		
Hot Seat	Room set-up and promotion	Peninsula
Lecturer of the year/Supervisor of the year	Promotion	Online
Conferences/seminars	If students apply for our funding for student-lead conferences then they may also request additional help with staffing/organizing the event	All Campus
CPD	Attending volunteer training sessions and development days	Caulfield

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.

Responsibilities of trip leaders

- As a trip leader you are there to act as a liaison between the tour company and the MPA.
- ***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.

VOLUNTEER APPRECIATION

All volunteers are entitled to a certificate and reward upon completion of 10+ hours of volunteering. The program resets every 10 hours, and hours can be carried across semesters. If you finish your time at Monash with an excess of a denominator of 10 hours then you will be compensated for the amount of hours completed and the certificate will reflect the total hours.

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.

MPA VOLUNTEER HOURS LOG

Please bring this form with you to each activity for a staff member to sign-off.

Date	Start time	Finish time	Total Hours	Activity Description	MPA STAFF SIGNATURE