

Campus Team Handbook

Everything you need to know about
running a Campus Team

January 2023

Students for Sensible Drug Policy Australia

| | |
|--|-----------|
| Chapter 1: Welcome to SSDP Australia! | 4 |
| Our Mission | 5 |
| Our Vision | 5 |
| Our Values | 7 |
| Our Principles | 9 |
| Our Organising Frameworks | 11 |
| Sociocracy | 12 |
| Circles of Commitment | 14 |
| Facilitating Volunteer Advocacy Momentum | 17 |
| Organisational structure | 19 |
| Board of Directors | 21 |
| National Executive Committee | 22 |
| National Research Circle | 22 |
| National Comms Circle | 22 |
| Campus Representative Circle | 23 |
| Chapter 2: What is a Campus Team? | 24 |
| Affiliating with SSDP Australia | 26 |
| Tier 1: Forming community | 27 |
| Tier 2: Spread the message | 28 |
| Tier 3: Public Advocates | 29 |

| | |
|---|-----------|
| Executive Committee Roles | 30 |
| Chapter 3: Running Your Team | 35 |
| Campus Team Activities | 35 |
| 1. Infrastructure | 36 |
| 2. Collaboration | 37 |
| 3. Impact | 38 |
| Events and Engagement | 39 |
| The Scale and Impact of your Event | 40 |
| Campus Community Events | 41 |
| Wider Community Events | 42 |
| Event Reporting Form | 43 |
| Semester Planning | 50 |
| Pre-Semester Meeting Checklist... | 53 |
| Chapter 4: Education and Outreach | 54 |
| Chapter 5: Campaigns & Advocacy | 59 |
| Grassroots activism & professional advocacy | 59 |
| Safer Partying Initiative (SPI) | 60 |
| #BeHeardNotHarmed | 61 |
| #SupportDontPunish | 62 |
| General “Professional” Advocacy | 63 |

Chapter 1: Welcome to SSDP Australia!

Formed in 2016, Students for Sensible Drug Policy Australia (SSDP) builds grassroots movements for change in drug policy by connecting students and young people around Australia to a wide network of experts and policymakers. Part of the SSDP International network with a footprint that spans the globe, we empower the largest demographic of people who use drugs to make their voices heard in the drug policy debate.

SSDP Campus Teams are at the heart of our work. They run community events, grow networks with students and researchers on campus, run local campaigns and connect with and advocate for programs like the Safer Partying Initiative, which gives harm reduction information and reagent testing kits to students. Since 2016, SSDP Australia has started Campus Teams at universities across Victoria, WA, NSW and QLD. While the SSDP vision does have a hint of “fun” to it, we pose ourselves as a **serious, professional, and purposeful** organisation that has **clout where it counts** - so a little more than a “just for fun, lets get beers” is expected of our campus teams!

SSDP Australia representatives have presented at multiple parliamentary inquiries, consulted on a range of government policies and programs, regularly attended the United Nations Commission on Narcotic Drugs, held our own conference, and presented at multiple other health and policy conferences.

Our Mission

We empower, coordinate, and represent a grassroots network of Australian students and young people to advocate for drug law reform.

Our Vision

We envision an Australia beyond drug prohibition, with empowered youth, respect for drugs and justice for all.

Drugs aren't going anywhere, despite a century of prohibition. By respecting the potential risks and benefits of drugs and the rights of those who use them, over time we can unwind and repair harms and stigma. We can forge better approaches to drug use and policy based on youth empowerment, public health, and social justice.

Our Values

'Why are we drug policy activists? Because we value...'

Social Justice

- We recognise full First Nations sovereignty and self-determination.
- We consider the history of contemporary drug policies.
- We value approaches to justice that are reparative, restorative, and transformative.
- We centre peoples' lived experiences in policy development: "nothing about us without us."
- We value human rights and humanitarianism.
- We believe in equal access to the benefits of drug regulation.

Public Health

- We emphasise the social determinants of health.
- We respect bodily autonomy and cognitive liberty.
- We value community safety and wellbeing.
- We respect drugs as complex tools with many risks and benefits.
- We build cultures of collective care and individual accountability.

Youth Empowerment

- We believe in the power of young people and future generations to drive change.
- We believe that young people should be involved in conversations and decisions which impact us
- We create spaces for meaningful youth involvement in education, research, and advocacy.
- We respect young peoples' rights of passage.
- We honour young peoples' diversities.
- We are inspired by young peoples' hopes for a better future.

Our Principles

'How do we work as drug policy activists? We practise...'

Engaged Compassion

We show up without judgement, with openness and love for ourselves and others. We listen respectfully to each other and treat everyone with kindness and compassion.

Yindyamarra

A Wiradjuri word meaning “go slowly, with honour”. We learn from the wisdom that the best work is often slow, careful, and strategic, and that meaningful change can often take time.

Peer-based Activism

We centre those most affected by drug policies in our activism, recognising that those who closely experience society’s problems are typically nearest to the solutions.

Evidenced-Based Advocacy

We believe that the careful balancing of expert consensus, empiricism, and lived experiences is the best way to design drug policies, as well as the best way to inform our organisation's direction.

Reflexive Practice

We acknowledge our lived experiences and our world views, and how these impact the way we represent our communities. We are critically reflexive, engaging in ongoing reflection and evaluation to inform how we work.

Holistic Harm Reduction

We engage people and systems without judgement to address the complex effects of drugs and drug prohibition at the individual, community, and governmental levels.

Collective Collaboration

We create space for the full participation of people, in the pursuit of common goals. We do this with transparent systems of governance, clearly defined teams and strategies, and fostering consent-based cultures of decision-making.

Our Organising Frameworks

At SSDP Australia we work with many communities and organisations impacted by drug laws, while our Campus Teams are often deeply embedded in their local University communities. This means to achieve our shared mission, we need to coordinate many moving parts. So it's super important to have effective ways of organising ourselves, and some evidence-based frameworks to help structure things.

Our two main organising frameworks are *Sociocracy* and the *Circles of Commitment*. These frameworks inform how SSDP Australia is structured, how we coordinate volunteers, make decisions and get things done! We encourage Campus Teams to consider these practices when building your own presence on campus, too!

Sociocracy

Sociocracy is a peer-based system of governance that balances autonomy and shared strategy within a decentralised network, or “circular hierarchy”. Sociocracy offers SSDP Australia three key features; organisational structure, a way to make decisions as a group in meetings, and the goal of continuous improvement of processes. Below is a summary, and you can find more information at:

sociocracyforall.org

Organisational structure:

- Areas of work are called domains and are clearly described.
- Domains are owned by purpose built groups, or “circles”.
- Each circle has clearly defined aims, roles and responsibilities, and exercises autonomy and authority within their domain. Circles may take the form of a Committee, Team or Working Group depending on the nature of the domain. Your Campus Team counts as a circle!
- The organisation’s circles together form a network, connected by Representatives who report between circles via a practice known as “double-linking.”

Decision-making:

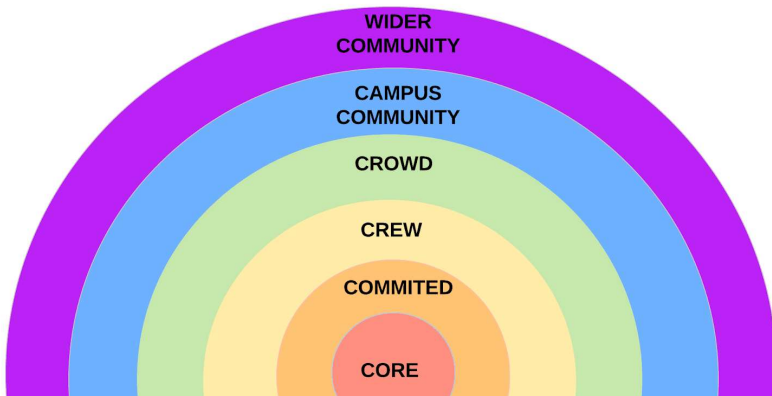
- All circles make decisions based on the consent of all members.
- At the same time, circles use consent to elect people into leadership roles. The intention is that only people serve in offices who have the trust of all their team members.
- A circle will decide by consent what topics they put on their agenda and how much time they spend on each topic.

Continuous improvement:

- Sociocracy provides intentional spaces for strategic discussion and feedback, encouraging a commitment to growth and learning at the organisational, team, and individual levels.
- Examples of this include establishing and assigning initiatives, goals and key results, conducting reflections and evaluations, or keeping policies and procedures open for ongoing feedback and review.

Circles of Commitment

It's important to recognise where your members stand with their level of commitment to SSDP activities, and what do you know, we've got some more circles to help work out how to do that well too! This framework involves the following six "concentric" circles, which help to segment volunteers according to their levels of engagement. Each **Circle of Commitment** then corresponds to the different kinds of activities people do and the differing supports available.



Wider Community

The general public who may or may not know about SSDP but are onboard with or could be onboard with our message.

E.g. Anyone not attending your University Campus.

Campus Community

These are the people we're really trying to reach - students on your campus who are onboard with our message, but haven't heard about us yet!

E.g. students and young people on campus...

Crowd

These are people who are connected with you, your club, or SSDP Australia. They are members of your Community who you are in some form of contact with.

E.g. social media followers, email list, attendees at events.

Crew

People who have formally signed up and contribute to your efforts on a casual or regular basis. Volunteers who can be delegated certain action items or activities, but may not have a guaranteed weekly commitment.

Committed

People who lead your Crew or play key roles on projects - they help run the show!

E.g. Leaders of Campus Teams, or SSDP Australia project volunteers that make a guaranteed weekly commitment.

Core

These are the people who lead projects, train Committed members, and help to set the organisation's direction.

E.g. Research Officer, National Director, State leads, Media Officer, Operations Officer,

Facilitating Volunteer Advocacy Momentum

In the interests of building our movement and having a long-term sustainable campus team, it's important to foster the engagement of dedicated individuals that can carry on your work in future years. Each campus team needs to be moving people through the **Circles of Commitment** in order to survive and thrive. Increasing someone's engagement may follow stages like this:

1. You have a positive first meeting with someone at a stall...
 - a. In this instance, you are working to move that person from the **'Community'** circle, into your **'Crowd'**.

2. Later, or in that instance, you might invite them to an upcoming event...
 - a. This is a great way to build a sense of community and connectedness within your campus team but is also a great way of showing off what your team can make happen when a team works together!

3. This person might then approach you at the event to touch base (and give you props 😊). This is your opportunity to have a 1 on 1 chat to talk about them getting involved with your SSDP team...
 - a. Here, you're setting the stage to move them from your **'Crowd'** and into your **'Crew'**.

4. Invite them to the next campus team meeting or working day ...
 - a. Doing this allows people to have a low impact, low risk point of entry into your team, and provides insight into how your team works together. If you present well, you might very well see them attending your meetings more regularly!

5. Encourage them to take a creative role in planning and brainstorming
 - a. We've found that sometimes, a little bit of responsibility is just what people need to light that activist fire in their hearts and feel a sense of connection to their work. This also moves people into the '**Committed**' category.

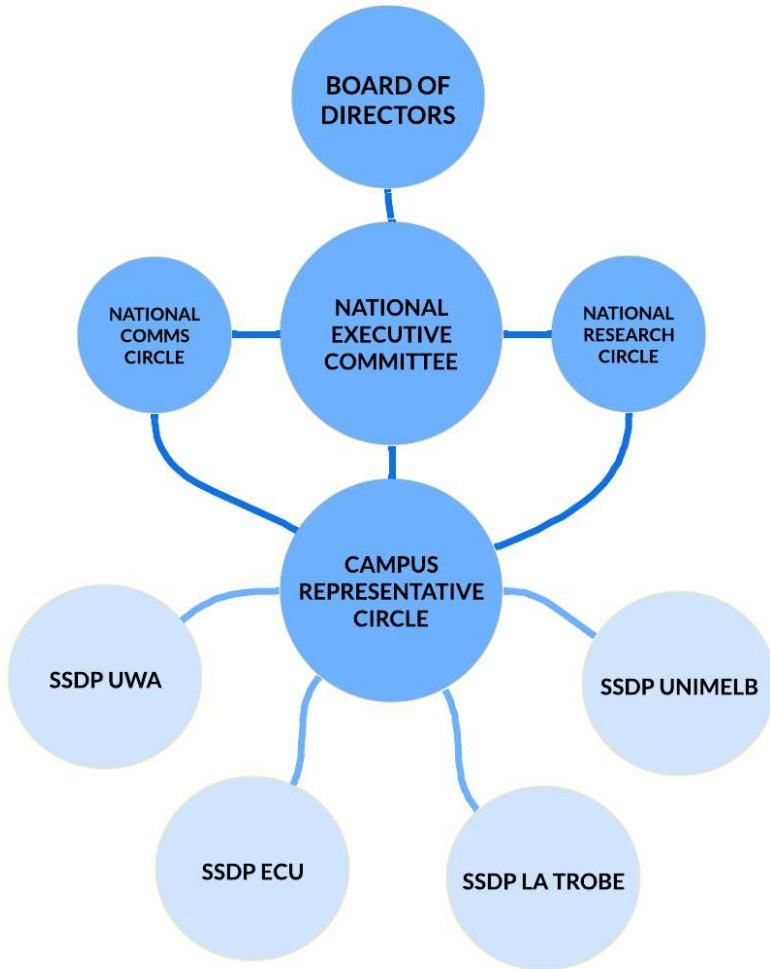
6. Becoming a committee member
 - a. As your team members contribute more and more to your team's success, it might make sense to give them a title or role in your team - recognition goes a long way!

7. Taking on more responsibilities
 - a. When a team member takes on a title, responsibility for their role should naturally flow, and they will quickly become a valuable member of your '**Core**' team

8. Running a campus team
 - a. Your committee members and executive committee members represent your '**Committed**' and '**Core**' members. They are your leading lights and will likely be the ones to take up the mantle of leading your Campus Team!

Organisational structure

SSDP Australia is a national organisation which supports and coordinates a network of Campus Teams in different Australian states. The national organisation is made up of several “Circles” who work together to support and coordinate our network of local Campus Teams. And together, we all form the SSDP Australia Network, allowing for a cohesive, nationwide strategy and a well-informed, collective youth voice that shouts in unison for our common goals at local, state, national and international levels. We encourage our Campus Teams to send volunteers to all our National Circles to help drive this collective strategy!



The following section will introduce the components of our National Network. Then you can check out [Chapter 3](#) for more information about what they do, and how your Campus Team can sync into the network!

Board of Directors

As a Company Limited by Guarantee with charitable status, SSDP Australia Ltd. has a Board of Directors that guarantee that our operations are aligned with our stated mission and comply with Australian Federal and State laws. But you guys don't need to worry about that stuff, just know that we have some good backup!

Our Board of Directors are some of the OG's of the drug policy reform space. They have been around a lot longer than SSDP Australia has, and having them (as well as our other stakeholders and partners) poised as our senior most 'guiding voice' in the professional drug policy reform space lends credibility to our brand reputation and ensures we're operating safely and sustainably.

(If this 'high-level governance' stuff interests you, reach out to the [National Executive Committee](#) and express your interest in learning more!)

National Executive Committee

The National Executive Committee establishes and pursues SSDP Australia’s strategic goals by coordinating between the Board of Directors, National Circles, Campus Teams, funders, and other partners across state, national, and international levels.

National Research Circle

The National Research Circle coordinates SSDP Australia’s research between community and institutional networks, to generate, communicate, and apply knowledge to benefit our communities. The Research Circle is open to all CT members and we encourage you to come and contribute to our work! Check out #research in Slack for more info.

National Comms Circle

The National Communication Circle produces high-quality communications assets, and co-ordinates campaign messaging to inform and persuade Australian students, young people, policymakers, and other target audiences. The Comms Circle is open to all CT members and we encourage you to come and contribute to our work! Check out #comms in Slack for more info.

Campus Representative Circle

The Campus Representative Circle is the central organising body for the SSDP Australia Network, connecting the National Executive Committee and National Circles with Representatives from local SSDP Campus Teams around Australia.

This Circle works to facilitate student empowerment and activism at the grassroots campus level, strengthen participation within SSDP Australia's national governance and operations, and provide a forum for strategic alignment between grassroots campus activities and opportunities for policy change at the state and national levels.

Chapter 2: What is a Campus Team?

SSDP Campus Teams build student communities and empower campus activism, while connecting to the wider SSDP Australia Network and the Australian and global movement for harm reduction and drug law reform.

Universities have historically been spaces of youth activism and political engagement. With access to researchers, funding and the future professionals of Australia, **SSDP's Campus Teams make a massive contribution to the movement for drug law reform!**

SSDP Campus Teams are student clubs or societies that form at Universities and TAFE's around Australia. Campus Teams are registered and affiliated with their institution's Student Union or other registration body, and operate as independent legal entities - meaning you'll have your own bank account, Executive Committee, membership list and will be subject to your institution's policies, procedures and bylaws.

Over the years, SSDP Australia Campus Teams have brought in hundreds of members, ran many successful events and seminars, participated in a range of campaigns, won "Best Club on Campus" awards and led major change to campus harm reduction policies. You are in great company :)

To be recognised as an SSDP Campus Team, you will also need to affiliate with us at SSDP Australia and sign the Memorandum of Understanding (MoU). In doing so, Campus Teams have access to SSDP Australia’s brand name, our vast network of experts and policymakers, our international networks with students around the world, our drug literacy and campaign resources, as well as our National Research and Communications Teams.

Campus Teams draw upon these Student Union and SSDP Australia resources and networks to run activities, events and campaigns that are aligned with SSDP Australia’s **Vision** and **Mission**. For a detailed Domain Description of SSDP Australia’s Campus Teams, head to the document below.

[Campus Team Domain Description \[DRAFT\]](#)



Affiliating with SSDP Australia

The type of advocacy SSDP is engaged with can evoke a wide range of emotions, passions, and drive in those involved, and so the risk of reputational damage through well-meant-misadventure is one that must be acknowledged by all parties.

Therefore, with respect to SSDP Australia’s second principle of **Yindyamarra**, Campus Team operations are strategically limited based on their level of affiliation with SSDP Australia. SSDP Campus Teams progress through a three-tiered system by achieving operational milestones, and completing SSDP Australia offered training programs, provided no breaches of the MoU occur.

Below is an overview of each Tier of Affiliation. In the next Chapter, you’ll be introduced to the range of activities available to SSDP Campus Teams. SSDP Australia will support your Campus Team to progress through the Tiered system and unlock more activities as your team grows!

Tier 1: Forming community

At this tier, CTs are encouraged to:

- Build a committed group and onboard as SSDP Australia volunteers.
- Start the conversation around better drug policies on campus by engaging students and academics.
- Engage existing communities of affected young people on campus.
- Run small-scale events on campus to foster connection and a shared mission.
- Affiliate as formal student societies on campus.

At this tier, CTs are **not** expected to be:

- Conducting advocacy off-campus
- Running *any* major public facing events
- Engaging with *any* off-campus media
- Raising large-scale funds outside of Student Union funding
- Engaging with *any* external stakeholders

Tier 2: Spread the message

At this tier, CTs are encouraged to:

- Maintaining formal affiliation with their Student Union or Club Registry
- Share harm reduction resources through peer-to-peer outreach.
- Apply the power of SSDP's brand and message to develop activities and build safe campus communities for activism.
- Increase engagement with SSDP Australia, other CTs, and the wider drug law reform movement.
- Propose regular and sustained activities and events to SSDP Australia through the Event Reporting form and;
 - Explore engagement with the wider community through small public facing events.

At this tier, CTs are **not** expected to be:

- Engaging with mainstream media (state newspapers, radio, or television)
- Running state-level, high-impact public facing events or campaigns
- Engaging with external stakeholders without first reporting to the NEC
- Raising large-scale funds (grants etc.)

Tier 3: Public Advocates

At this tier, CTs are encouraged to:

- Maximise funding through their Student Union
- Regularly engage with the community through social media, running public facing events, and undertaking state and nation-wide campaigns in collaboration with SSDP Australia.
- Upskilling their CT members through delivery of SSDP Australia trainings.
- Contributing three or more CT members as volunteers to National Circles and working groups, including one representative in regular attendance at monthly CRC meetings
- Work with the NEC to develop and submit a Semester Plan before each O-Week.

At this tier, CTs are **not** expected to be:

- Applying for funding or grants without first discussing with the NEC
- Engaging with mainstream media without permission from the NEC
- Running state-level events or campaigns without permission from the NEC

Executive Committee Roles

When you affiliate as a club or society on Campus with your Student Union, you will need to form an Executive Committee - that is, a team who will lead the club and be accountable for it in the eyes of the Student Union.

SSDP Australia can support you to find like-minded peers to fill these roles, and with any luck they will have been there helping you set things up from the beginning - so it should be easy to work out who fits best where! That said, it is important to establish clear roles and responsibilities within your team, not only because filling these roles is likely a requirement of your Student Union, but to ensure that your club runs as efficiently and effectively as possible.

Let's take a moment to explore some of the key leadership roles, their responsibilities, and also some ideas for 'extra' roles that you might find helpful when running your team.

President

The President is ultimately responsible for all aspects of the club, including setting the tone and direction. They will likely need to be a current student of the university in question. The President's primary duties include:

- *Act as a primary contact between the club and external contacts (i.e. Guild staff, sponsors, venue managers)*
- *Maintain regular communication with the Guild or Student Union*
- *Delegates tasks to other Executives and Committee Members*
- *Chairs (runs) club meetings*
- *Prepares future Executives for their roles*

Vice President

The Vice President's role is to support the President in delegated tasks such as publicity or event marketing. This is the perfect role for someone who plans to step up as a Club President in the future. The Vice President's primary duties include:

- *Support the President in tasks delegated to them*
- *Set a positive example to other committee members*

Secretary

The Secretary should have excellent verbal and written communications skills and knowledge in running effective meetings. The Secretary's primary duties include:

- *Be the main point of contact between committees, executive and club members*
- *Notify people of upcoming meetings, take minutes at the meetings and maintain an up-to-date membership database*
- *Other duties may include maintaining the club's email and Facebook groups.*

Treasurer

The Treasurer is accountable for monitoring Club finances and grant applications. It is highly recommended that this person has experience in keeping detailed financial accounts. The Treasurer's primary duties include:

- *Is the primary signator on the clubs bank account*
- *Take charge of club finances and grant applications*
- *Records all monetary transactions and keeps receipts for the year*

Campus Team Representative

Your Campus Team Representative is responsible for attending regular SSDP Australia Campus Representative Circle meetings and liaising with the national organisation. Your CT Representative may hold this role alongside another Executive role.

General Committee Member

A General Committee Member is someone who clearly falls into the 'Committed' circle of commitment but either; has no free role to fill on the executive team, has no specific or a broad range of skills to apply to a role, or is a volunteer that helps out with one of your team's other leadership roles. General Committee members are your 'jack of all trades' 'extra set of hands' you can call on when you need and you know they will be there to support!

Events Manager

An Events Manager could be someone you place in charge of overseeing all the events your club hopes to organise. They may be responsible for organising the logistics of your events (such as booking venues, equipment, and organising volunteers), communicating with participants, handling the promotion of events, or reporting the event details to the National Executive Committee

- *Lead role in Event Management*
- *May have a team of volunteers*

Social Media Manager

A Socials Media Manager is responsible for managing all of the Social Media accounts your club runs. They will 'hold the keys' for the login details, as well as organise any routine status updates, work with events organisers to create events pages, and communicate with your followers. Your Campus Team's Social Media Manager could join SSDP Australia's National Communications Circle, facilitating better alignment of messaging across our network! Be sure that whoever is appointed to this role has a clear understanding of, and ability to deliver, SSDP Australia's Mission, Values, and Principles.

- *'Holds the keys' to all Club Social Media Accounts*
- *May have a team of volunteers*

Chapter 3: Running Your Team

SSDP Campus Teams are the heart of our network. At one point or another, almost all of our national volunteers started out helping to run things at an SSDP Campus Team. Campus Teams are a melting pot of different ideas and talents and the youthful energy they harness is a crucial force in Australian drug policy reform.

Campus Team Activities

As there is a wide range of activities and operations that CTs engage with, we have identified 11 streams of work to group and organise these activities. These 11 streams each fall under one of three wider “strategic pillars”. These are: Infrastructure, Collaboration, and Impact.

1. Infrastructure

Activities under this pillar are focused around establishing and maintaining the foundations of an effective and well run Campus Team.

Student Union Administration

Affiliating and maintaining good relationships with your student union

SSDP Australia Administration

Affiliate with SSDP Australia and sustainably integrate into state and national networks

Communications and Branding

Liaising with SSDP Communications Circle to establish branding, alignment with SSDPAus comms strategy, and development of your own local comms strat.

Fundraising

Collecting funding through ticket and merch sales, as well as striving for funded affiliation with your student union.

2. Collaboration

Work under this pillar is focused around facilitating internal network collaborations.

Team Building

Building skills and culture within your team to work more effectively together. This includes:

- attending admin, student union and SSDPAus training
- Holding regular meetings/social events/working days
- Identifying strengths and needs within your team.
- Forming Sub-committees/working groups

SSDP Australia Engagement

Joining the CRC, helping with national projects, sending volunteers to National Circles

Campus Engagement

Engaging with Students on campus, other clubs, SSDP members and people not yet in your networks.

External-Stakeholder Engagement

Develop relationships with academics, policymakers and other organisations external to SSDP

3. Impact

Work under this pillar is focused around developing external networks and contributing to real-world policy change!

Events

Running and facilitating impactful events that engage your community. Events can be distinguished by being aimed at either the Campus Community, or the Wider Community, and there are different reporting requirements for each.

Campaigns

Implementing SSDP Aus campaigns and working with SSDP Aus to develop campus specific campaigns for your campus (at later tiers).

Media Engagement

Engaging with campus, local, and eventually (maybe) mainstream media organisations.

Events and Engagement

Events are your primary means of maintaining engagement with your members, reaching out to new people and educating our peers. It's important to remember that SSDP's community exists out there even without us, and our role is to bring it into the light and represent it well. Running a diverse range of event types and collaborating with other student societies is a good way to strengthen your member base. Like minded students can generally be found in fields like: Philosophy, Psychology, Criminology, Pharmacology, Politics, Social Work, Addiction studies, and heaps more! It's a good idea to reach out to existing student societies in these spaces to collaborate and get new ideas for events on your campus.

In this section, you will find information, ideas, SSDP's distinction between minor and major events, what the reporting procedures for each are, and how to engage your campus community through inspiring and impactful event management. The first step is working out what the scale and impact of your event will be.

The Scale and Impact of your Event

Depending on the scale and impact of the event, you will need to start planning and notify SSDP Australia several weeks in advance. Before we guide you through that process though, we'll first have to make some clear distinctions between events and activities that need an **Event Plan** and need to be reported to SSDP Australia **at least 4 weeks in advance**. Essentially, there's two categories of events that have the potential to return less than desirable results, both for the SSDP Australia brand and your CT. We call the two categories: **Campus Community Events; Wider Community Events**, and we assess them based on their scale and impact.

Campus Community Events

While not all campus-community focused events will need an Event Plan, those with the potential to be of ‘high scale and impact’ need to be reported to SSDP Australia well in advance. High scale and impact events in this category are typically set up as guest seminars, lectures or other activities that would usually be occurring on a university campus, but are:

High Scale

Aimed at an audience of more than 20 people (i.e. do you want to pack out a lecture theatre?)

High Impact

Bringing in more than 1 external or campus academic guest speaker

Spreading information that requires ‘fact checking’ (i.e. a quiz night - we want to make sure you have the right answers!)

Wider Community Events

Similarly, while not all wider community events will need an Event Plan, most of them will. This is simply due to the fact that the potential impact of a Wider Community event is greater. However, if the scale of the event is small enough, this can offset the need for an Event Plan - but discuss this with your state-coordinator first. High scale and impact Wider Community events are special events that will draw the interest of the wider community around drug policy reform. Events such as debates, forums, and panel events, where policy makers and experts in the field have been invited as presenters are examples of high impact wider community events.

High Scale

High Impact

Trainings and Workshops

Panel event on a currently 'hot' issue with key policy makers or expert presenters

Collaborating with other organisations to be a part of their planned events

Event Reporting Form

Ok! So now you know how to categorise your event based on its scale and impact. Once you have sussed out the general idea you have for your event, you will need to notify the National Executive Committee about what you have planned. If that sounds like a lot of work on top of all of the organising - we hear you!

The National Executive Committee is here to help, not hinder, and we can do so by assisting with promoting and organising whatever events you have planned. But in order for us to do so, we need to know what your plans are! So to streamline this process, we've worked some automation into the form to ease the admin workload for everyone involved. There are also two sections to the form, and you *only* need to fill out section 2 if you need an Event Plan.



Section 1

- Takes about 5 minutes to complete;
- Alerts the NEC and the CRC slack channels
 - For bragging rights, ideas sharing, and ensuring we can support your event in whatever way we can;
- Creates a calendar event in our shared Google calendar so everyone can keep across what's coming up;
- Adds your event to our 'Master Timeline' in our Operations Plan which helps us to get funding for the national organisation;

Section 2

- Takes 10 minutes on top of section 1;
- Takes all of the information you input, and populates it into an Event Plan document in your CTs events folder in the shared Google drive;
- All of the steps from section 1.

So, while there would normally be a *huge* amount of administrative work to get all the above done, the lead event organiser just needs to fill in one form that would take *at most* about 20-30 minutes! Most of the questions are pretty self explanatory, but there are a few in there that warrant a bit of further explanation from our end. The next few headings will address those questions.

Section 1

Event Objective Statement

This question asks for 1-2 short sentences on what you hope to achieve from running your event. For example, your CT might want to run a **‘Cannabis Law Reform Panel Discussion’**. For this event, your Objective Statement might be:

“To engage and activate the Campus Community with the cannabis law reform debate.”

Or...

“To spark conversation on campus around cannabis policy reform.”

Ok, cool! But what about a smaller scale event? Say your CT was running a Movie Night on campus. Your Objective Statement might be:

“A social gathering in collaboration with the film society. Screening fear loathing and Las Vegas with a sundowner at the UWA tavern to build community vibes.”

Or...

“To build community vibes, reduce stigma, and foster more open conversations about drugs and drug use on campus.”

Who is your intended audience?

This question is built around the **Circles of Commitment**. Essentially, it's important to know who your intended audience is so that we can make sure that the event is set up in a way that gets the best outcomes for those in attendance. This information will also help us work out the scale and impact of your event.

Section 2

Supporting Roles

Larger events will sometimes require more than one lead role to organise. Use this question to let us know who else will be helping out on the event, just in case we need to contact the CT about the event and the lead is not available.

Event Summary or Format

Ok, this one might take a bit more effort. Here, we ask for about 200 words that describe the content of your event. For example, if you were running a **‘Psychedelic Seminar’**, you might want to drop a rough

‘runsheets’ in this section to let everyone know what the will entail. Or, if the idea is still in the conceptual stage, you might opt for more of a blurb that sets the scene for what you hope the event will look like... Something is more than nothing for this one but try and paint the clearest picture you have of what you hope your event will look like!

Event Partners

This question asks about who you might be partnering with to make the event happen. You might be collaborating with another club on campus, your student union, external organisations such as Dancewize, the Australian Psychedelic Society, and other stakeholders such as venue operators. It’s important for us to know if there are other stakeholders involved so that everyone has clear understandings of the relationships and roles each actor will play.

Call To Action

Huh? What’s a call to action? Well, a call to action is an important part of any activist activity - that is, what are you calling on your audience to do as a result of attending your event and getting them all riled up?

Say you were holding an event on cannabis law reform, it might be a great event with experts in the field talking about their research, policy makers talking about the barriers to achieving reform, and

consumers speaking out about the hardships they face. Sounds like an impactful and well rounded event, right? Well, without a clear “call to action” to end cap your event, your audience will be left wondering what they are meant to do about all that you have left them with. “Ok, so the policy needs work and there are barriers to fixing things... How do we do something about that?”

This is where your CT comes in with a clear and easy to action task for your audience. A call to action in this case might be:

“Cannabis law reform is well overdue. If you want your voice heard, head to ssdp.org.au and sign our petition to parliament!”

Or...

“We’re working on our next event in this series, but we need your help! Head to ssdp.org.au (or your CTs member sign up portal) and join our team!”

Accessibility, Inclusion and Diversity

SSDP Australia is a progressive advocacy organisation, and one of our stated Values is Social Justice. We work in an area (drug policy) that negatively impacts a range of already marginalised communities. As such, we expect our Campus Teams to take all available steps to ensure a safe, inclusive and generative environment for all. While this

will always be an ongoing area of improvement for us, as a minimum, all SSDP events should include the following:

Acknowledgement of Country

Event promotion should include an acknowledgement of the lands it will occur on, specify free entry for any First Nations attendees in all promotion, and be opened with an Acknowledgement of Country by the event facilitator.

Gender & other diversity

“You can’t be what you can’t see.” SSDP Australia is committed to providing space for all to participate and lead in our network. To work towards this, you should always aim to maximise gender, racial, cultural and other diversities in every aspect of Campus Team and event management, and especially when choosing event facilitators, coordinators and volunteers, guest speakers, panel members and other event partnerships. Diverse perspectives make for better decisions, more inclusive events and richer discussions!

Wheelchair Accessibility

Ensuring wheelchair accessibility should always be a factor when selecting Event venues. Where this is not possible, this must be acknowledged in all event promotions, accompanied by a redirection to any event live streaming links.

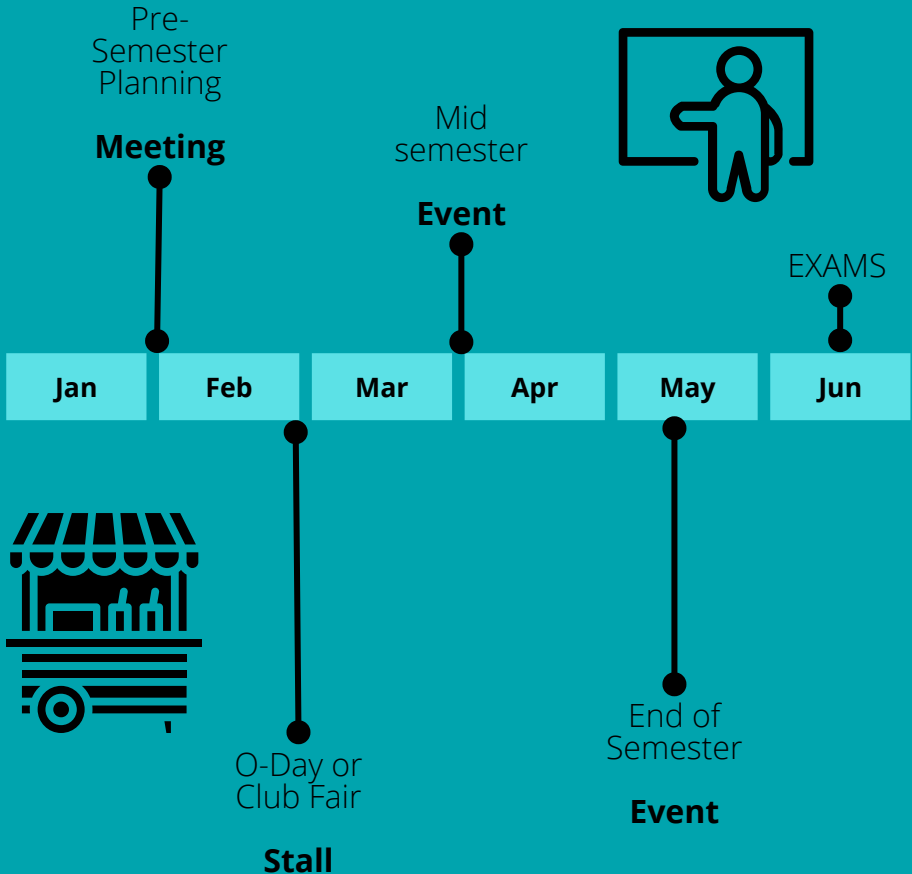
Semester Planning

Ok, so now you know how to report your events to the national team - when is the best time to start planning your events? Glad you asked! Ultimately, the best time to start planning events for your semester *before* semester actually starts. Running a Campus Team takes up a lot of time and energy, not to mention your study load and work commitments! So trying to come up with events and doing all the necessary logistical and admin organising to make them happen *during* the semester is not the productive and easy going experience you might expect.

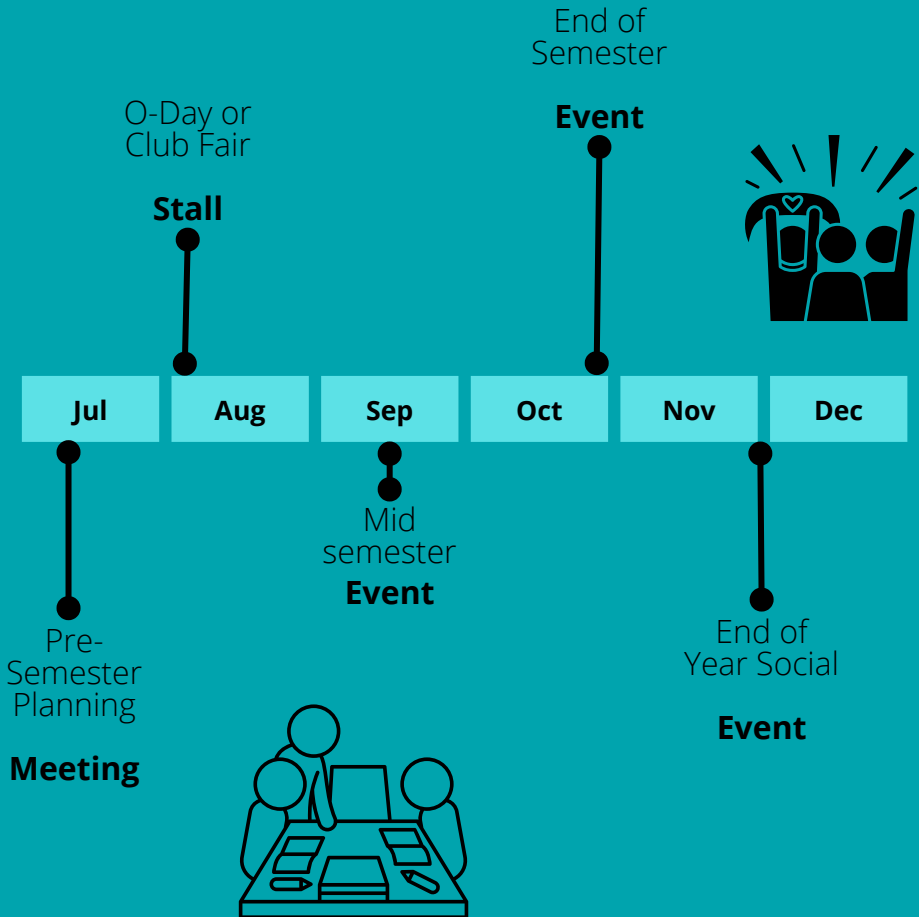
As such, we recommend that you get your team together at least two weeks before orientation week at your University to collectively plan for your semester ahead. It's also a great time to talk about your study loads and assignment due dates with your team so you know when the most stressful times of semester will be, and when your capacity to run events as a team will be limited.

Now, for most CTs, your first event of the semester is likely to be an O-day Stall, and as mentioned in **Facilitating Volunteer Advocacy Momentum**, you can use this event as a springboard for your next event. So while we're not expecting you to have a million events planned out for your semester, we do recommend having *at least* one extra event sussed out before semester starts. Here's a visual representation

Semester




Planning



Pre-Semester Meeting Checklist...

Here's a bit of a checklist of things to get done at your pre-semester planning meet, in no particular order:

- Check in with your team! How has everyone's break been?!
 - Discuss study and work commitments for the semester...
 - Add all of your assignment deadlines, important dates, and events to your shared google calendar
 - Set a recurring weekly or fortnightly google calendar event and invite your executive team
 - Discuss potential event ideas for the semester
 - Put all ideas on the table, pick two or three that are the most realistic and feasible to achieve
 - Pick the easiest event idea to run with for your first event for the semester
 - Work out roughly the best time in semester to hold your events
 - Nominate an Event Coordinator to lead the management of each of your proposed events, and have them fill out the
- [Event Notification Form](#) ->
- 
- Discuss your O-Day strategy
 - Have you booked a space to hold a stall?
 - Take stock of all your available resources
 - Lock in volunteers to man your stall

Chapter 4: Education and Outreach

So by now you might be wondering, “when someone approaches me at one of our stalls or events, how will I know what to say?”

Well, this is a bit of a mix between having sound knowledge of what you are talking about, and also the art of persuasive conversation.

We could write a whole separate handbook on how to engage with the community, and we might just do that! We are also in the process of developing more tailored and specific trainings to upskill you about all things drug policy and harm reduction!

However, while we are waiting to get some more solidified training offerings, we’ve compiled a list of resources developed over the years by the UniMelb team, and the National Organisation. So for now, check out some of these documents in the shared google drive!

SSDP Australia Harm Reduction Education & Outreach Policy

When you run stalls on campus, you might have some drug harm reduction resources there and these can be a great way to start conversations with people! While SSDP volunteers are not health professionals, there is a recognised value in the power of peer-to-peer information sharing. The HR Education & Outreach Policy has been developed with legal and health experts, and gives you all the info you need to have harm reduction conversations on Campus! The attached Procedure lists all the harm reduction resources that have been approved by SSDP Australia’s Board for sharing amongst your campus community.

Find it here:



Drug Policy and Activism 101

This is SSDP’s ‘starter guide’ to understanding the relationship between drugs and society. In this doc you will find a big ol’ list of useful youtube links, news, and peer reviewed articles. Scope it out to set a good foundation of knowledge for the space.

Find it here:



#BeHeardNotHarmed Conversations Guide

This guide was developed in August 2019 specifically for the “White Night” festival in Melbourne. It provides a background about the event, and SSDP’s position in relation to it, before presenting some facts and talking points, tips on how to talk to different audiences, and some ‘test messages’. Suss it out for some nuanced harm reduction talking points!

Find it here:



Talking Points for O-Week 2021

This document was created by the UniMelb team to assist their team members in how to engage with potential new recruits at O-Week celebrations. As well as listing some talking points, the doc outlines:

- what SSDP is and what we do;
- some of our achievements and some things we hope(d) to achieve;
- what potential members can get out of joining the club and how to get involved;
- things you should not talk about.

This is a great one to bring along to your Pre-Semester Planning meeting!

Find it here:



Recruitment Support Guide

This document is for SSDP volunteers hosting recruitment tables or other public outreach events. It is useful to be reviewed before volunteering, and to have accessible on the day of your event. In here you will find:

- statements on the problem we're trying to overcome and our solution to this problem;
- SSDP Australia's key messages and 'asks';
- 10 reasons to join SSDP
- Example answers to frequently asked questions
- Conversation starters and useful questions
- How to link a student's area of study with how they can contribute to your Campus Team.

Find it here:



Chapter 5: Campaigns & Advocacy

SSDP Australia either runs or supports a number of campaigns. As our network grows we will continue to scale these campaigns, develop more resources and strategies to reach more young people and policymakers. We are always keen to chat to Campus Team Executives and members about how to expand these campaigns on your campus!

Grassroots activism & professional advocacy

SSDP Australia’s approach to systems change balances “outside-track activism” with “inside-track” (or “inside-the-system”) advocacy. Our grassroots activism strategies directly support the agency of young people who use drugs, grow networks with affected communities and allies, and safely and sustainably harness community energy for drug policy change. Professional advocacy, however, incorporates a more incremental and negotiative approach and involves quiet, “behind-the-scenes” participation in a number of formal, governmental consultation and advocacy processes. These two approaches to activism and advocacy are a challenge to coordinate, but provide the best recipe for systemic reform!

Each of our campaigns involves a different mix of these two approaches, drawing upon a diverse range of interests, perspectives and skill sets. We plan to develop further resources and training to build advocacy skills amongst our Campus Teams.

Safer Partying Initiative (SPI)

Students and young people are the largest demographic of people who use drugs and they lack access to harm reduction programs that facilitate safer drug use patterns in party settings, as well as equitable access to drug checking technologies.



While laboratory drug checking facilities are widely recognised as producing precise results, access to reagent testing kits on University campuses offer an accessible alternative. In absence of wider policy reform, the SPI facilitates access to safer drug practices, and has the capacity to build evidence and inform advocacy around policy change.



Campaign stakeholders: SSDP Australia, SSDP Campus Teams, Student Unions, National Union of Students, Universities.

2022 Campaign Goals:

- Advocate to Student Unions to provide party-focussed harm reduction education sessions and resources to students in need.
- Scope and incorporate alcohol harm reduction to address the considerable need on campuses.
- Work with Student Unions and partner organisations to distribute reagent testing kits to students for use in their communities.
- Gather data on drug use and harm reduction behaviours to contribute to the evidence-base for drug checking.

#BeHeardNotHarmed

Young people who use drugs are the largest demographic of drug users in Australia, and are systematically targeted, alongside other marginalised communities, by policing operations that have no evidence base. Young people who use drugs are also uniquely excluded from day-to-day drug policy making and programming.



#BeHeardNotHarmed was launched in the summer of 2018-2019, when 8 young Australians lost their lives to adulterated drugs at music festivals. Our campaign petitions Australian governments to legalise and fund drug checking services and invest in harm reduction education; while gathering stories of young people’s perspectives to educate policymakers!

Campaign stakeholders: Harm Reduction Victoria, DanceWize, NSW User’s and AIDS Association, DanceWize NSW.

2022 Campaign Goals:

- Centre youth stories of health and harm in drug policy debates, with a focus on pill-testing/drug checking and harm reduction policy.
- Provide safe spaces for young people who use drugs to communicate with policymakers.
- Gather and exchange community data to inform harm reduction messaging and advocacy for young people who use drugs.

Visit: beheardnotharmed.com

#SupportDontPunish

SSDP Australia supports the “SupportDontPunish” campaign - a global advocacy campaign calling for drug policies based on health and human rights. Run by the International Drug Policy Consortium (IDPC), the campaign revolves around an annual, Global Day of Action: June 26th - SupportDontPunish Day.

This day is also the UNODC’s International Day Against Drug Abuse and Illicit Trafficking. Historically, this date has been used by governments to showcase their drug control “achievements” in coercive terms. The campaign’s Global Day of Action seeks to reclaim and shift that day’s narrative.

SupportDontPunish activities have been growing over the last decade and now take place in at least 280 cities across 90 countries!

Visit: supportdontpunish.org



General “Professional” Advocacy

SSDP Australia’s conducts advocacy across all areas of drug policy, and generally includes:

- Submissions & presentations to many Parliamentary Inquiries
- Meetings with Members of Parliament
- Government consultation meetings on policy and program development
- Participating in “civil society” committees and working groups
- Regular attendance at the annual United Nations Commission on Narcotic Drugs.

SSDP Australia is here to support your Campus Team to participate in these broad-ranging opportunities for professional advocacy! We are in the process of developing specific training to upskill Campus Team leaders and members on effective advocacy in drug policy. In the meantime, if you’d like to chat further about our campaigns and advocacy, just reach out!

