

5. General Resources

The Arc Clubs Space is open Monday-Friday, from 10am - 4pm during term, and generally closed or by appointment out of term. Please check the Arc Clubs Newsletters for any announcements.

Arc provides all affiliated Clubs with a variety of resources, including:

- Pigeonholes (for mail)
- General meeting spaces
- Staff support
- Free Legal Advice regarding Club matters
- Storage space (limited)

The Arc Clubs Space is open Monday - Friday, from 10am – 4pm during term, and generally closed out of term. Please check the Arc Clubs Newsletters for updated opening times of the Clubs Space out of term.

Secretarial Allowance

The Secretarial Allowance is designed to assist Clubs in covering costs associated with marketing or administration and it is available for all affiliated Clubs to access exclusively from the Arc Clubs Space. If a Club’s affiliation status becomes either ‘suspended’ or ‘expired’, then the Club loses access to their Secretarial Allowance until their affiliation issues are resolved (see Clubs Handbook Section 2.1 (Affiliation Suspensions)).

The Secretarial Allowance is updated around Week 1 of each term following the membership audit (see Clubs Handbook Section 8 (Club Membership)), or when you first affiliate as a new Club. The allowance total is valid until the next membership audit. The amount is not “rolled over” to the following term or the following year and is not transferable or withdraw-able. Clubs are allocated an amount for their Secretarial Allowance based on their funding level as shown in the table below.

Funding Level	Secretarial Allowance (per term)
Bronze	\$25
Silver	\$65
Gold	\$130

Clubs are entitled to up to \$130 each term, depending on their Club's funding level (see Clubs Handbook Section 25 (Funding & Grants)). Clubs can top up their Secretarial Allowance at any time by making a cash payment at the Clubs Space or by making a card payment at Arc Reception.

Clubs can use their Secretarial Allowance to pay for the following (credit redeemable in the Arc Clubs Office only):

- Photocopying and Printing (See below for detailed instructions)
- Laminating
- Badge making

Printing, Scanning, Photocopying & Laminating Services

Arc provides Clubs with access to computers and cheap printing facilities in the Arc Clubs Space. We have Windows desktop computers for use and all of these computers have internet access.

Each Club is given its own ID number and password (PIN) code that is to be used for accessing their printing allowance. Your ID and PIN can be found on your Club's profile page by one of your SpArc Admins. If you do not have access to them, the codes can also be provided at the front desk of the Arc Clubs Space.

Club Printer:

Club printing can be done in two ways: either by printing from one of the Club Space computers, or online from your own laptop by visiting <https://arcsvawms.arc.unsw.edu.au/Login/>. Please note that all printing is only received through the Arc Clubs Space printer and is not available for use elsewhere on Campus.

To **print** from the Arc Clubs Office computers, login and send your printing job to the Clubs Office Printer (PQTKC2P34) – this should be the default printing option. A dialogue box will then pop up on the computer screen for you to type in your Club's printing I.D. and PIN to complete the process.

To print from your laptop via the <https://arcsvawms.arc.unsw.edu.au/Login/> website, you will need to upload your document and select your printing options. Please note that currently Clubs can only print in A4 size (black and white, or colour) single-sided through this website. To print double-sided or on A3 you must use the Clubs Space computers.

The Arc Clubs Space has plain white paper and coloured paper to use for printing. Printing on coloured paper does not incur additional costs, so speak to the front desk about which colours you would like to use, and the receptionist will load it into the machine.

If your Club intends to print on A5 paper, or thicker GSM/certificate paper, then you will need to provide your own paper. Make sure you speak to the Arc Clubs front desk for assistance before printing on different types of paper.

To **photocopy**, press the 'copy' button to the left of the screen and type in your Club's PAN I.D. Press the blue icon on the screen to submit, and then type in your PIN. Press 'done', and then you will be logged in. When you have finished photocopying, make sure you press the 'Log In/Out' button to log off.

To **scan**, simply press the 'Email' button on the printer's LCD screen (no login required). Select 'New Recipient' to input your email address to receive the scanned document/s, and 'close' when you have finished. You can type in a subject and/or message as required. Press the "Start" button when you are ready to start scanning. You can load A4 documents in the scanner on the top of the printer for faster scanning but ensure you have removed all staples/paperclips from your document beforehand. For irregular sized documents (receipts etc.), place them on the photocopier area.

The pricing list for printing is as follows:

Black & White Printing	Cost per page
A4 Single Side	\$0.075
A4 Double Side	\$0.13
A3 Single Side	\$0.13
A3 Double Side	\$0.225

Colour Printing	Cost per page
A4 Single Side	\$0.41
A4 Double Side	\$0.71
A3 Single Side	\$0.70
A3 Double Side	\$1.23

Laminating

Laminating pouches are available in A3 and A4 sizes only and can be obtained from the Arc Clubs Space to use with the in-office laminating machine. Before operating the Laminator, please ask for assistance from the Clubs Space reception.

Laminating (cost per pouch)	
A4 Laminating	\$0.50 ea.
A3 Laminating	\$1.00 ea.

Payment for printing, photocopying, and laminating will be deducted from your Club's Secretarial Allowance. See above for more information on the Secretarial Allowance.

Badge Making

There are three badge makers available in the Arc Clubs Office. The large badge maker produces 57mm (diameter) badges, and the two small badge makers produce 35mm (diameter) badges. You can refer to the [Badge Making Sizes Template](#) that is available on the Clubs Forms & Files page when designing your badges to ensure that the image is compatible with the machines.

Payment for badge parts will be deducted from your Secretarial Allowance. For a compiled list of prices, please see the Arc Clubs Office Resources Price List available on the Arc website.

The pricing list for badges is as follows:

Badges	Cost
Small Badge 10 Pack	\$5.00
Small Badge 20 Pack	\$9.00
Large Badge 10 Pack	\$6.00
Large Badge 20 Pack	\$11.00

Clubs Storeroom

Clubs can request to have an allocated space in the Arc Clubs Storeroom, which is located near the Arc Clubs Space (Basser College, Level 2, through the car park). Club items must be confined to their allocated storage tub (approx. 50cm (D) x 30cm (W) x 37cm (H)). As space is limited, Clubs may only have one storage tub each. Clubs that want to store large or bulky items can only do so with prior consent from Arc Clubs Staff.

The storeroom will be accessible whenever the Arc Clubs Space is open. You just need to sign out the key from the Arc Clubs Space first and make sure the key is promptly returned. Each tub also has a designated space in the storeroom (refer to the list on the back of the storeroom door) that it must be returned to.

If you would like to apply for a space, please email clubs@arc.unsw.edu.au with your request. Clubs without storage tubs cannot store their equipment in the storeroom without prior approval.

When you have been allocated a storage tub, you can use it to store your Club's general items that you use regularly for activities, or that need to be available for numerous Club members. There are some items that are prohibited from being stored in the storeroom at any time.

The following items will be removed immediately if discovered by staff and disposed of without notice:

- Any perishable goods, fresh or packaged (food, drinks, including sauces, oils)
- Dangerous goods
- Gas bottles/cans (of any kind)

In addition, all unlabelled items outside of storage tubs will be thrown out without notice. Other clearly labelled items that should not be in the storeroom may be thrown out after giving the Club seven (7) days of notice via email (sent to the general Clubs email).

Accessing the Storeroom Key:

Clubs must book the storeroom key via our Storeroom Booking form (on the Clubs Forms & Files page) prior to arriving at the Arc Clubs Space. Clubs should abide by the capacity indicated on the Storeroom door.

FAQs**Can I use my Club's secretarial allowance for non-Club needs?**

No, this service is for Club-related uses only, so make sure only to give out the printing passwords to Executives and other trusted Club members. If you want to change your Club's password, contact the Arc Clubs team. Clubs that misuse their secretarial allowance may lose access to the allowance.

How often does the secretarial allowance get updated?

The Secretarial Allowance is updated around Week 1 of each term following the membership audit. Any remaining secretarial allowance is not rolled over.

What type of things does the secretarial allowance cover?

Photocopying and printing, laminating and badge making.

How do I access my Club's printing passwords?

These will be emailed to Club Executives upon affiliation. Clubs can also ask members of the Arc Clubs team at the Arc Clubs Space front desk or via email.

Are there any other storage spaces available other than the Clubs Storeroom?

Arc cannot provide Clubs with any additional storage space on campus.

Can I store items larger than my Club storage tub in the Clubs Storeroom?

Clubs that want to store large or bulky items can only do so with prior consent from Arc Clubs Staff. Otherwise, all unlabelled items outside of storage tubs may be thrown out without notice. Other clearly labelled items that should not be in the storeroom may be thrown out after giving the Club seven (7) days of notice via email (sent to the general Clubs email).

What items am I not allowed to store in the Clubs Storeroom?

The following items will be removed immediately if discovered by staff and disposed of without notice:

- Any perishable goods, fresh or packaged (food, drinks, including sauces, oils)
- Dangerous goods
- Gas bottles/cans (of any kind)

Need Help?			
Call Us	Email Us	Visit us	Office Hours
02 9065 0930 <i>(during office hours)</i>	clubs@arc.unsw.edu.au	Level 2, Basser College <i>(just off the Basser steps past the Quadrangle)</i>	During Term: 10am - 4pm Outside Term: By appointment only
Files and Forms: www.arc.unsw.edu.au/clubforms		Clubs Handbook: www.arc.unsw.edu.au/clubs/clubshandbook	