



Societies Handbook

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Welcome!

We're pleased to see that you have taken on the role of committee member for a society. Getting involved with societies while at university is a great way to meet new people and try different things and it is well known that running a society can provide you with a great range of transferable skills.

ARU Students' Union is here to ensure that our students have the best experience while studying at ARU and our Student Activities department at the SU is dedicated to supporting our student societies.

The purpose of this handbook is to give you all the information you need to run your society. If you are unsure of anything however, the Student Activities team is on hand to help you.

This document also includes all of the relevant policies related to running a society. In order to run a society within ARU Students' Union, committee members must follow and adhere to these policies.

The handbook is kept up to date by the Student Activities Department and any proposed changes to policies are taken to Society Forum for approval.

The Student Activities Team

Jo Harbrow
Activities and Operations Director
(Cross Campus)

j.harbrow@angliastudent.com

Abi Dickinson
Student Activities Manager
(Cross Campus)

a.dickinson@angliastudent.com

Abi Dolan
Societies and Activities
Coordinator
(Cambridgeshire)

a.dolan@angliastudent.com

Gareth Thomson
Societies and Activities
Coordinator
(Chelmsford)

g.thomson@angliastudent.com

Meg De Pasquale-Crighton
Course Based Societies
Coordinator
(Cambridgeshire)

m.de@angliastudent.com

The Student Activities Team is here to support you in running your society. Help is only a phone call or email away, so feel free to contact us with any problems or questions you may have.

If you'd like to visit us in person, you can drop in to our SU Offices between 9am – 5pm on weekdays.

Cambridge Office:
Anglia Ruskin Students' Union
Peter Taylor House
East Road
Cambridge
CB1 1PT
Tel: 01223 460 008
Email: reception@angliastudent.com

Chelmsford Office:
Anglia Ruskin Students' Union
Tindal Building
Bishop Hall Lane
Chelmsford
CM1 1SQ
Tel: 01245 258 178
Email: info@angliastudent.com

What is a Society?

A society at Anglia Ruskin Students' Union is a student led group that runs activities or events relating to a particular interest or course. Our societies are currently split into 8 different categories;

- Faith
- Media
- Cultural
- Peer Support
- Course-based
- Recreational Sport
- Charities and Fundraising
- Political and Campaigning

Any current ARU student can set up a society with the support of the Students' Union*. These societies must be led by current ARU students and the societies must be open to all ARU students to join.

Non-ARU students, such as ARU staff or students from other universities, can join societies but must join as Associate Members. The Associate Membership Policy can be found at the end of the Handbook.

Society Membership

Societies should provide both a semester and annual membership option for members. We ask societies to do this so that students joining for one semester or later in the academic year can still participate without having to pay for a full year. Annual memberships run from 1st August – 31st

July. For a semester, the minimum membership fee is £1.80 while the minimum annual membership fee is £3.60.

For Sport Societies, the minimum semester fee is £1.50 and the minimum annual membership fee is £3.

Additionally, Sport Societies must ensure their members have also purchased Activities Insurance through the Students' Union. This insurance costs individuals £5 and covers them for all sports societies they join through the Students' Union that year. This means that you could pay £5 for activities insurance to join the Cheerleading team, but if you then decided to join the Yoga society later on in the semester, you would not have to purchase the insurance again.

If your society is not a sports society and have good reason not to charge membership fees, speak to your relevant Coordinator in the Student Activities team to discuss free membership. Requests to have free memberships will be reviewed on a case by case basis by a member of the Student Activities team and must be agreed with the Student Activities team before 1st August. You cannot change the price of membership once it has been put on sale for the year.

There is no limit to the number of societies a student can join in the year. If a student has a Books+ card, they can spend up to £100 at the SU, which includes purchasing society memberships.

KEY INFO: Members are only full members if they have purchased a membership through the Students' Union. Once they have purchased a membership, they will be listed as a member on your society's page on www.angliastudent.com/societies/join. If your society has 100 members in a group on social media but they have not purchased a membership, they are not considered full members and therefore won't count towards your societies membership numbers. This may mean that your society then can't apply for grants and if students are attending your activities without purchasing a membership (and activities insurance if required), then they are not covered by our insurance to participate in your activities and your society could be liable for any injuries.

Committee members must also purchase a membership (and activities insurance if required) for their society. This ensures that it is fair for all members and means that committee members are also covered under the relevant insurance policies.

If you would like to check how many members your society has and who has purchased a membership, you can see your members by doing the following:

Step 1: Visit www.angliastudent.com/societies/join and log in using your short university username and password that you use for E-Vision.

Step 2: Click on the little icon in the top left hand corner that says 'Site Admin', then click on the option with 'admin tools'.



Step 3: You should then see a number of icons, click on the little 'members' icon. This will then give you a list of your full members.



OR:

You can see a less detailed membership list for your society by visiting your society's page on www.angliastudent.com/societies/join. Find your society and then click on 'Membership List'. This will only work for societies who have opted to have their members displayed online.



Affiliation

When we talk about societies being affiliated with the Students' Union, this means that the group has followed the relevant guidelines for becoming a society and will be recognised as an official society within the Students' Union. Without affiliation, the group is not recognised as a society within the Students' Union and so cannot access benefits given to Union-affiliated societies, e.g. block room bookings, grants funding and a free stall at the Freshers' Fair.

Societies are not automatically affiliated with the Students' Union when they first send in a start-up pack. A proposed society can be denied affiliation by the relevant staff member responsible for Societies on the following basis:

- The group's aims and objectives are not lawful.
- The group's activities cannot be covered by the Union's insurance policies
- The group's aims, objectives or activities contravene the Articles of the Union or its equal opportunities policy.
- The group's aims and objectives or its activities are the same or similar to that of an existing society.
- The group is not run by current ARU students.

If a member of the Student Activities team does not believe the society should be affiliated, they will inform the society. The society can appeal this decision at the next Societies Forum. If the Societies Forum denies the group affiliation, the committee can send a final appeal to the Executive Committee. The decision of the Executive Committee is final.

The full Terms of Affiliation are set out below:

1. Terms of Affiliation

- 1.1 The term 'Club' refers to student-led recreational sports groups and the term 'Society' relates to all other student-led interest groups.
- 1.2 A Club or Society shall be recommended for affiliation by the Union if it:
 - 1.2.1 has a minimum of 2 founding or elected ARU student committee members, which must include a President and a Treasurer;
 - 1.2.2 agrees a name;

- 1.2.3 presents a minimum yearly membership fee of £3 for a Club and £3 plus VAT (£3.60) for a Society and a minimum semester-based membership fee of £1.50 for a Club and £1.50 plus VAT (£1.80) for a Society; and
- 1.2.4 develops a constitution, aims and objectives that:
- (a) are lawful;
 - (b) can be covered by the Union's insurance policies;
 - (c) do not contravene the Articles of the Union or equal opportunities policy; and
 - (d) do not intrude on, or duplicate activity of any other Club or Society.
- 1.3 A proposed Club or Society can be denied affiliation by the relevant SU staff member responsible for Clubs and Societies.
- 1.4 The committee of the proposed Club or Society can appeal the denial of affiliation at the Club and Society Forum.
- 1.5 If there is a valid reason why a proposed or existing society does not wish to charge for membership, they must contact the Union department responsible for societies before the membership is live. The department will review requests on a case by case basis.
- 1.6 Societies who aim to partner or exist under the trading name of an external organisation (e.g. charities, churches, businesses etc.) must provide details of the organisation and must be prepared to answer questions on the terms of partnership
- 1.6.1 A member of the Activities team within the SU must meet with a representative from the external organisation before the society can be affiliated.
- 1.7 Societies must have 10, fully paid-up members by the end of their first two months of activity. Committee members can be included in this figure but must have bought their membership.

Committee Member Roles

Students responsible for running societies are called Society Committee Members. These roles are voluntary and committee members can log the hours they spend volunteering to run their society and the skills they gain from their roles online. Logging hours and skills can lead to various rewards and recognition for the time and effort that committee members put into running societies.

To run a society, you need two current ARU students to act as President and Treasurer. You can have any additional committee roles alongside this, but you must have these two roles filled throughout the year to remain active as a society. We've included below some example role descriptions for society committee positions, your society can amend these but committee members should be aware of what is expected of them in their particular role.

These roles are voluntary and should be elected each year in an online election that the Student Activities Team will be able to help coordinate. Only [core](#) ARU students can be society committee members, Associate Members are not able to be society committee members.

Below are the role descriptions we have outlined for the core President and Treasurer positions and a role description for the optional but very much recommended position of Administrator:

Title: President

Role Purpose: To be a positive leader for the group and oversee the overall running of the society. Be a visible representative for your group on the SU website, within the Students' Union and with ARU students and external organisations.

- Provide leadership and monitor the group's activities to ensure they are in line with the aims and objectives of the group.
- Support the committee and ensure that the society is led democratically and committee and member voices are heard.
- Attend the relevant compulsory committee training and speak with the Student Activities team if you would like further training or information.
- Ensure necessary forms are completed on time ahead of planned activities, e.g. Risk Assessments. If there is an Administrator in post, ensure they complete these forms and offer your support.

- Ensure you or another member of your committee attends Society Forum. If no committee member is able to attend, ensure apologies have been submitted prior to the Forum taking place.
- Attend and chair committee meetings and the AGM (Annual General Meeting).
- Participate fully in the committee handover and ensure the AGM and online election take place.
- Ensure activities and events are inclusive and that they are benefiting your members.
- Ensure a qualified First Aider is available for your activities, with appropriate equipment; free courses are available.
- Report any concerns (e.g. Health and Safety or GDPR) to the Student Activities Team.
- Work with all committee members to ensure the society operates within its constitution and the policies and regulations of the Students' Union at all times.
- Keep in touch with the Student Activities team and inform your relevant coordinator of any changes, concerns or events relating to the society. The team are here to support you in your role.
- Ensure the society remains compliant with GDPR and Prevent legislation at all times.

Title: Treasurer

Role Purpose: To monitor the finances of the society and ensure the society is financially sound and sustainable. Ensure society purchases are in line with Students' Union policies and act as a representative for the society in all financial matters.

- Abide by the rules and regulations pertaining to society finances.
- Be aware of the legal implications of financial mismanagement.
- Monitor expenditure throughout the year to ensure the accounts are correct.
- Ensure that all expenditure is for the society benefit as a whole and not the individual.
- Sign for any transactions in or out of accounts.
- Ensure any donated, fundraised or sponsorship money is paid into the society's membership account at the Students' Union Reception.
- Be responsible for completing funding applications for the society, e.g. Grants Funding, Green Fund, Course Leader Fund applications.
- Ensure all income is declared and paid into the Membership Account.
- Be responsible for all petty cash and BACS expenses requests.
- Report any potential financial shortfalls as soon as you are aware of them.

- Work with all committee members to ensure the society operates within its constitution and the policies and regulations of the Students' Union at all times.
- Keep in touch with the Student Activities team and inform your relevant coordinator of any changes, concerns or events relating to the society. The team are here to support you in your role.

Title: Administrator

Role Purpose: To keep on top of the administrative tasks of the society and maintain the communications of the society with its members, the Students' Union and the wider student body. Ensure the society has completed the necessary admin tasks to run successfully, e.g. booking a stall at Freshers Fair.

- Be responsible for maintaining society communications, such as emails, and ensure that your society's webpage on the SU website is up to date and accurate.
- Be responsible for the society's social media and ensure these accounts comply with GDPR legislation and the policies of the Students' Union. If you have a Social Secretary in post, support them to maintain communications and ensure they remain compliant with GDPR and SU policies.
- Ensure society events are uploaded onto the SU website and speak with SU staff if you have additional requirements for your event/activity.
- Be responsible for making bookings for the society, e.g. booking a room on campus, booking a stall at Freshers Fair.
- Attend the relevant compulsory committee training and speak with the Student Activities team if you would like further training or information.
- Ensure necessary forms are completed on time ahead of planned activities, e.g. Risk Assessments.
- Organise, attend and take minutes at committee meetings and the AGM for your society.
- Work with all committee members to ensure the society operates within its constitution and the policies and regulations of the Students' Union at all times.
- Keep in touch with the Student Activities team and inform your relevant coordinator of any issues or queries you have relating to your role. The team are here to support you in your role.

These are basic role descriptions for the 3 most common roles within societies, they should give a clear set of expectations for each role. These descriptions should be acknowledged by the President, Treasurer and Administrator when they take the roles on and the role descriptions should be clearly highlighted to prospective committee members during society elections.

Committee members can add society-specific content to these descriptions but we would not recommend removing parts of the role description. New roles and role descriptions can be added and these descriptions can be used as a starting point when creating new roles. Role descriptions should be agreed by the society prior to someone taking on the role.

If your society is looking to add new committee member roles, speak with your relevant Coordinator as they will have guidance and templates for role descriptions that you can use.

KEY INFO: Committee members are ultimately volunteers and being involved in a society should be a positive and rewarding experience. We would never expect a committee member to put their role ahead of their own wellbeing or studies. If you are feeling a bit overwhelmed by the role speak to a member of the Student Activities team who will be able to help.

If a committee member is not fulfilling their role, you can speak with a member of the Student Activities team in confidence and we will try to resolve all issues informally in the first instance.

Our Expectations

There are many things that go into making a society successful and a few of these things are essential for your society to be affiliated with the Students' Union. In the table below we have outlined the things your society absolutely must do in order to run a society at ARU as well as other things that aren't compulsory, but can really help to make your society successful and sustainable.

| Must do: | Recommended: |
|--|---|
| Fill out a Risk Assessment for the society's activities* | Run a stall at the Freshers Fair or Refreshers Fair |
| Attend Committee Training | Apply for all the funding you can, e.g. Grants, Green Fund |
| Have at least 2 committee members (President and Treasurer) | Attend additional training, e.g. First Aid, Mental Health First Aid, MiDAS |
| Attend Societies Forum (or send apologies) | Engage with wider SU activities, e.g. Global Week |
| Work in compliance with GDPR and wider SU policies* | Run an event in one of the SU venues, e.g. the Academy or 92 |
| Ensure the safety and wellbeing of members at society events and activities* | Put yourself and/or the society forward for an award |
| Ensure the committee have purchased their own society memberships (and activities insurance if needed) | Have committee members log their volunteering hours and skills online |
| Ensure that the society has at least 10 full paid members | Run a taster session at key times in the year (September and January) to attract new members. |

If a society fails to follow the guidelines in the must do column, the society will no longer be affiliated with the Students' Union and the group will no longer be able to access the benefits of being a society, e.g. a free stall at Freshers Fair, room bookings or funding.

If your society is struggling to achieve any of the things it needs to do to be affiliated, speak to a member of the Student Activities team who will be able to support you and offer guidance.

If your society would like to do more of the activities we recommend doing, join us at one of our workshops or contact us to find out more about how you can get involved.

*The society may also be subject to disciplinary action if they fail to complete these actions.

Training and Skills Development

Compulsory Training:

As a committee member, there are a huge number of skills that you will develop in your role and we're here to help you develop your skills further. We have a great number of training opportunities for you to get involved with as a committee member.

You must attend one general committee training session with the Student Activities team, this is usually at the beginning of the academic year and all committee members should attend. If you absolutely cannot attend this session or if your society is set up after this training session, speak with your relevant Coordinator who will be able to arrange a smaller training session with your committee.

This training session covers all of the basics for running a society and your society must receive training from a member of the Student Activities team in order to be a recognised society with the Students' Union.

All of our training sessions are displayed on our website, an example of this is below:

| < August 2018 > | | | | | | |
|--------------------------------------|--|----|--|----|----|----|
| M | T | W | T | F | S | S |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 Committee Training - Chelmsford Societies drop in Session: Planning semester one (Chelmsford) | 15 | 16 | 17 | 18 | 19 |
| 20 Committee Training - Cambridge | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 New Committee Training - Cambridge | 5 | 6 New Committee Training - Chelmsford | 7 | 8 | 9 |

Additional Training:

Throughout the year the Student Activities team organises a mix of developmental training sessions for committee members and society members.

We run the following developmental sessions that your committee can attend:

How to apply for Grant Funding workshop

We run workshops around the time of funding deadlines to help your society get to grips with applying for funding. These short, informal sessions will take you through how to fill out the Grant Fund application form and you can submit your funding application there and then with your relevant Coordinator.

Event planning workshop

The Student Activities team and the Entertainments team at the Students' Union are here to help you plan and deliver your events. These short informal sessions will take you through how to book a space (including the Academy or 92), how to sell tickets and how to put your event on the website.

Public speaking workshop

These sessions are designed to help committee members develop their confidence in public speaking and presenting. The sessions are informal and committee members can get involved as much or as little as they like.

Negotiation and Chairing Workshop

These sessions are designed to give committee members more confidence in negotiating with others and also to go through some good practice for chairing committee meetings.

First Aid Training

These sessions take place throughout the year on campus and are externally accredited. It is a one day course, open to all committee members and it is free to take part. To sign up, you will need to put down a £20 deposit but this will be given back to you when you finish the course at the end of the day. When a committee member finishes first aid training, we will provide a first aid kit via the Grants Funding for your group to use during activities.

Mental Health First Aid Training

MHFA training is an intensive certificated course delivered over two days aimed at those without specialist mental health training to help themselves and others. We ran this course last year and feedback indicated it was highly successful.

On completion of this activity delegates will be able to:

- Spot the early signs of a mental health problem
- Feel confident helping someone experiencing a problem
- Provide help on a first aid basis
- Help stop a mental illness from getting worse
- Guide someone to the right support
- Help reduce the stigma of mental ill health

Anglia Ruskin Employability Programme

The Anglia Ruskin Employability Programme (or AREP) is a free programme that is endorsed by the UK's largest management body, The Institute of Leadership & Management (ILM), an organisation that is recognised by employers. The programme involves writing about your experiences in developing the top ten employability skills that employers are looking for. You can draw on paid or voluntary work for your experiences and as a committee member, you will have a great number of experiences to draw on. If you have been logging your volunteering hours and skills online, you can develop your skills examples you've used there to fill out the AREP, meaning you're already close to finishing it!

To sign up with the AREP, visit the Employability Service [website](#).

To see what sessions are coming up, check the online [Training Calendar](#). If you you'd like more information about these sessions or if you'd like to suggest a session, please [email us](#).

KEY INFO:

Logging Your Hours and Skills

As a committee member, you can log the hours and skills you gain volunteering on our [website](#). Our Volunteer Centre website allows you to log the hours you spend volunteering and to keep track of the skills you are developing. You can log hours and skills for any volunteering role that you do, it doesn't have to be within the Students' Union and by doing this, you will be able to download a transcript of your hard work that you can send to employers.

By logging your hours and skills, you will also be eligible for a range of [awards](#).

An example Skills Transcript is shown below:

Skills Record

This skills record is a certification and endorsement of the above named person's volunteering through the Anglia Ruskin Volunteering Service.

"I am delighted to be able to recognise the contributions made to many communities through the volunteering efforts of our students. This is one very important way in which our university can engage beyond the institution to the great benefit of the students involved and those they work with."

Professor Iain Martin

(Vice Chancellor - Anglia Ruskin University)

"Whether it be for a club or society, representing your peers or supporting people in the community, no act of kindness, however small, is ever wasted. Volunteering is also an investment in your future employability so make the most of every opportunity"

Leigh Rooney

(ARU Students' Union President 2016-2017)

Volunteering hours logged during each academic year

16 hours

Sep 2015 to Aug 2016

Volunteering awards gained

31 Aug 2016 Bronze Award

Committees

| Dates from - to | Role | Skills Obtained and Details |
|---------------------------|------------------------------|--|
| 01 Jun 2016 - 10 Jun 2017 | Wildlife Society - Treasurer | <ul style="list-style-type: none"> Communication and Literacy - Promoting an event - Promoted our Freshers Give it a Go event in person and via social media. Handed our marketing material and encouraged people to sign up to our society's mailing list. Team Work - Motivating others - Worked as part of a committee team to plan events and marketing for the coming academic year. Project Management - Setting targets / objectives - Planned a student impact project - a project dedicated to volunteering. Set targets for the project over a 1 year period. Numeracy - Financial planning / budgeting - Took budget into account when planning events. |

Running a Society: Society Finance

This section will outline the basics for looking after your society finances and the relevant policies linked to society finance. While the Treasurer role is typically the committee member responsible for society finances, we would recommend all of the committee learn the basics to make sure that everyone knows that they can and can't buy and what they can use their society accounts for.

Your accounts:

As an SU affiliated club or society you will have access to two accounts and they are:

- Membership Account
- Grant Account

Your Membership Account houses all of the income your society gets from memberships, ticket sales, fundraising and donations etc. Your Grant Account is a separate account where any SU Grant funding you receive is housed and there are some further restrictions on this funding.

Rules for society finance:

- ALL income and expenditure must be shown through the accounts above. A society MAY NOT OPERATE AN EXTERNAL BANK OR BUILDING SOCIETY ACCOUNT.
- All accounts held by a society must stay in credit. Failure to stay in credit will result in the account being frozen and the loss of benefits attributed to the society. Any accounts that are overdrawn from the previous year must be cleared before any new grant funding is allocated.
- No society shall be run for the profit of any member or members.
- The committee and members of a society shall not receive payment either directly or indirectly for their services.
- All funds MUST BE PLACED INTO YOUR ACCOUNT STRAIGHT AWAY; in no circumstances can a society hold funds outside of the SU.

- Do not spend money without making sure you have the funds in your society accounts beforehand. You can speak to a member of the Student Activities team to find out the balance in your society's accounts.

What is the Membership Account?

- This is the account that ALL monies received from your members is paid into; i.e. membership money, society clothing money, sponsorship money, fundraising money, ticket sales etc. This money can be spent at the society committee's discretion on goods/services not covered by SU Grant Funding.
- All monies paid into the Membership account are subject to VAT.
- Membership money will be carried forward to the next academic year, if the society is active the money will continue to be carried over each year.
- If a society is inactive for up to two years and a new committee restarts the group, the society's membership account will be reactivated and the new committee will have access to any funds that were left in the society's account before it became inactive.
- If a society is inactive for three years, the society's membership account will be deactivated and any outstanding monies left in the account will be added into the Grants Funding pot.

What is the Grant Account?

- The grant account is an account for any money your society is allocated by the SU as part of the Grant Funding.
- There are restrictions on what Grant Funds can be spent on and they are available for a specified period of time before they are reclaimed.
- Grants funding is not subject to VAT.

How do we submit a Grant Request?

- Fill in the online [Grant Request Form](#) with as much detail as you can about what the funds will be spent on.
- You will need to submit the form online before the deadline or your application may not be considered.

How can I spend money from society accounts?

- For purchases under £30, you can hand in [Petty Cash form](#) at an SU Reception Desk and get the cash back on the same day. Make sure at least one other committee member has countersigned the form and that you have attached the relevant receipts to the form. If we are not able to process the request for any reason, we will do our best to offer the quickest solution.
- For purchases over £30, you can fill out a [BACS form](#) and provide your bank details and the money will be reimbursed to your bank account. You will also need to make sure the form has been countersigned by at least one other committee member and that you have attached the relevant receipts to the form. Please note: it can take up to two weeks for the money to go into the recipient's account.
- You can also ask a member of the Student Activities team to purchase items for your society on your behalf. We are always happy to help and often have business accounts with companies, meaning we can pay easily and you do not have to be out of pocket while you wait for your expenses.
- For invoices, the Students' Union can process invoices for your society. Invoices must be properly addressed to Anglia Ruskin Students' Union and cannot be processed on the same day, please give us a minimum of 10 days. Further information on paying invoices can be found [here](#).
- If you are not sure how much money your society has in their accounts, [email us](#) or visit a member of the Student Activities team in person and we can check for you.

[VAT Guidance for Clubs and Societies](#)

Value Added Tax (or VAT) is levied on the sale of goods or services on UK businesses. The current rate stands at 20% of the cost of these things.

The Students' Union, like every other union in the country, is VAT registered and has to be by law. The result of this is that any transaction that is processed by the Union must have VAT added to it, including society transactions.

Where VAT is applicable:

- Society membership fees
- Event tickets sold by the union on your behalf
- Social kit money (For both clubs and societies)

Where VAT is exempt:

- Sports Society memberships (Sports Societies are made VAT exempt by the Government) □
Donations made to any society affiliated with Anglia Ruskin Students' Union.
- Fundraising events – where you can prove to HMRC (without any doubt) that the event you held was a fundraiser.

The fee explained:

If your society was selling tickets through the website at £25, there would be a 20% deduction on each ticket sold. This means that for every £25 ticket sold, the society would receive £20.

Your society should still sell tickets through the SU website as VAT will still be charged through other providers and the SU website does not charge for selling tickets on there.

When budgeting for an event, it is important to bear the 20% VAT figure in mind to ensure your event breaks even. If you are charging tickets at £25 because the cost per head is £25, you will not break even as you will have to pay VAT on each ticket.

If you are planning on selling tickets to an event, a member of the Student Activities team can help you. We can put the tickets up for you and discuss what you will need to charge to cover costs, simply get in touch.

What additional funding is available for societies?

Green Fund: The Green Fund is an initiative that allows societies to gain rewards for ensuring their activities are environmentally friendly. By working closely with the University Environmental Team, societies can educate themselves and those around them about how ARU is proud to be a green University. More information can be found [here](#).

University Arts Council: The University Arts Council exists to enrich the cultural life of students, staff and the wider University community by providing financial support for, and encouraging involvement in, a wide variety of creative activities. More information can be found [here](#).

Course Leader Fund: The fund is designed to enable and encourage additional, optional activities to add value to the student experience. The Course Leader can [bid](#) for up to £500 per course, or £750 if the activity is designed to increase student retention. This fund is used by your Course Leader, but societies are encouraged to speak to their course leaders to discuss how the society and course can collaborate on an event. The more creative the better! [Email us](#) to find out more about the Course Leader Fund.

Inclusion Fund: We believe that all students have a different experience, and we want to ensure you get the best experience you possibly can in your unique position as a student at Anglia Ruskin. This is why we have created the Inclusion Fund.

The fund's aim is to remove barriers to participation and engagement with Students' Union activities for any students who may incur extra costs in order to take part. This may include but is not limited to, for example, students who require a facilitator or support worker to enable them to attend our events and activities.

For more information about how you can access the Inclusion Fund, visit our [website](#).

Grants Funding Policy

What is Grants Funding?

Grants funding is a ring-fenced fund available for Union-affiliated societies. The funding is separated by campus into two pots which are then split into a Sports Societies Grant fund and a Societies Grant fund for each campus.

The funds are ring-fenced for each campus and the Sports Grant and Societies Grant are kept separate from one another within each campus' fund.

Who can apply for the Grants?

Union-affiliated Societies can apply for Grants Funding. The Treasurer of the Society is usually responsible for applying for Grants Funding but any committee can submit the application.

Societies must have 15 full members in order to be affiliated with the Union but groups can apply for grants funding before reaching their 15 members.

If a group has not yet reached 15 full members and there is a reason for this, for example, due to issues with membership or till software, then the group should cite this reason in their application and still submit a Grant Application.

If a new group has set up and has not yet reached 15 members, these groups should be aware that when they set up the group, they should receive a sum of £25 from the Grants Fund automatically that they can use to get their group off the ground.

This new group fund is not reclaimed at the end of the Grant round but groups should use this fund to begin advertising their group and to help run their groups' first event or activity.

When are the Grants available?

Grants funding is awarded in two rounds, once per semester. If there is any funding left in the Grants pot then a third round will be held in the second semester.

Applications for Grants funding are open for a set period (usually three weeks) and once the deadline has passed, the Grants Committee will meet to review the applications.

The Grants Committee is made up of the following membership:

- One Full Time Elected Officer
- The Manager from the Union department responsible for Clubs and Societies
- Coordinators from the Union department responsible for Clubs and Societies

For the Grants Committee to allocate funding, there must be 2 members present at the meeting and this must include the Manager from the Union department responsible for Societies.

Any committee member or nominee of a Union-affiliated Society may attend the Grants Committee as an observer.

Once approved, money is transferred into the society's Grant account. If the money is not spent within a specified period, the money is reclaimed and put back into the relevant Grants pot.

The allocation procedure must also leave money available for any Society that may wish to form in the future.

What can I use Grants Funding for?

The purpose of the grants is to provide some financial support to Union-affiliated societies looking to run activities and events to benefit their members.

When considering applications, the committee considers how active and engaged with the SU the society has been and the impact that the purchases will have on the society's members.

In your application, it is a good idea to include as much detail as possible and links to any specific products you are hoping to purchase. If you are asking for money towards running an event, make sure you include details about what the event entails, who will be attending and when it will take place.

How does the Grants work?

The Grants funding is split into 8 categories. These categories and an example of what can be applied for in each section can be seen below:

Affiliation/league fees – e.g. entry fee for competitions, cost of affiliation with professional bodies.

Referees/coaches/guest speakers– e.g. Expenses associated with bringing in external coaches or guest speakers.

Health and safety – e.g. deposit cover for committee attending First Aid Training or covering the cost of a first aid kit.

Equipment – e.g. chess boards for the chess society or props for a medieval reenactment group.

Advertisement – e.g. costs for printing posters at the SU or costs for a pull up banner for the club.

Refreshments – e.g. costs for putting on light refreshments at a social or providing refreshments at a speaker event.

Travel – e.g. costs to help subsidise a trip off campus or costs for fuel to take students on a trip somewhere.

Other – This section is for all other costs not covered in any other category. For example, the cost of decorations for an event.

Funds are allocated into these categories. If you have been allocated £100 in travel but have realised that you will not use this funding before the deadline and would like to purchase advertising material instead, you can email the relevant SU staff member who can approve moving the funds from one category to another.

KEY INFO:

- We always advise that you speak to the relevant SU staff member before making a purchase for your society. We can often make the payment on your society's behalf via the Union's accounts to make sure you don't end up out of pocket.
- If your society is unable to meet the spending deadline for the Grants, a committee member should contact the relevant SU staff member to request an extension. Extension requests are reviewed on a case by case basis.
- Grants funding cannot be spent on alcohol or on things that only benefit the committee of the group, the funding must benefit all members of the society.
- Any non-perishable items bought with grants funding by your society ultimately belong to the SU and should not leave the SU. For example, if your society purchases equipment, this equipment should be kept each year by the society and logged as inventory. If the society shuts down or doesn't have a committee right away to hand over to, the equipment should be left with the Student Activities team.
- Committee members cannot keep the equipment themselves, even if the society has shut down. Where possible, societies should have a society locker and store all society purchases safely in their locker with an up to date inventory log.
- The allocation procedure must also leave money available for any society that may wish to form in the future.
- Donations: is illegal to use Students' Union money to pay or donate to a political party, charity or religious organisation.

- Activities that fall outside the aims and objectives specified in the society's constitution (or Students' Union Articles and By Laws) will not be financed by the Grant Account.

Sponsorship

The Students' Union receives a block grant from the University and funding is always limited; therefore we always encourage our groups to seek external funding or sponsorship. The following information is designed to help you with this.

What could you ask for?

- Companies may be willing to donate money towards an event in return for their name or logo on the publicity.
- Companies may be willing to supply you with equipment at a reduced rate if you can promote that company as your preferred supplier.
- Companies may be willing to give you prizes and freebies that you could use at the Freshers' Fair or at fundraising events.
- Companies may be willing to give your members a discount on their products if you can guarantee that the whole club/society will use that company.

How do we ask for sponsorship?

- Write a letter which is short, simple and to the point.
- Don't just send your letter to random companies; target companies who would be interested in sponsoring the activities you do.
- Research the company so you can point out why they would benefit from sponsoring you.
- Research who to send your letter to; don't just put sir/madam. Ring the company and find out who is responsible for sponsorship.
- Sell the club/society to them; be proud of what you do and shout about your achievements.
- Be realistic about how much you ask from them, a company will not give you thousands of pounds just to put their logo on your posters.
- Include exactly what you want and why.
- Be explicit about the way in which they can help.
- Explain why they should be interested and point out the benefits to them.
- Explain how their support would benefit the club/society.
- Explain exactly what they will get for their support.
- Tell them if they will be your only sponsor; exclusivity would appeal to a company and could bring in more sponsorship.
- Explain how you will be able to prove to the company that their input has been successful.
- Outline the duration of sponsorship.

- Ask them to either reply to your letter or arrange a meeting.

What do we do once they have agreed to sponsor us?

- Make sure you have the arrangement in writing.
- Produce a contract which outlines your obligations and the company obligations
 - A start and end date.
 - Cancellation and termination arrangements.
 - A renewal option for the next year.
- Some companies will already have these for you to sign, but make sure you read the small print first.
- **DO NOT SIGN ANYTHING** until the Students' Union has checked over the details otherwise you may find yourself in a very binding contract or in legal difficulty, not to mention in the middle of a disciplinary.

KEY INFO: Don't sign anything without checking with the SU and make sure you don't agree to share any marketing material for another organisation/company with your members without checking with the SU first. GDPR rules on direct marketing are strict and your members may not want to receive information about other companies.

Kit & Equipment

Students' Union owned equipment

- The Students' Union owns any equipment purchased with grant money.
- To request new equipment you should include this in your Grant Request Form (see the Finance section).
- All Students' Union owned equipment needs to be logged on the inventory held by the Student Activities Department. This will be audited once a year during the Handover period.

Maintenance of Kit and Equipment

- Any losses or damages should be reported to the Students' Union as soon as possible.
- No equipment shall be used beyond the manufacturers recommended lifetime and it should always be maintained in accordance to the written instructions.
- Where specialist equipment is to be used, appropriate training must first be undertaken.
- Larger equipment and/or facilities supplied by the University must be erected by a University or qualified staff member. Individuals must adhere to relevant training and safety processes before using the equipment.
- For health and safety reasons, equipment can only be used for the purpose of Students' Union club or society activities. Due to insurance reasons equipment cannot be loaned out for other purposes (i.e. non-members using the equipment during the weekend and over the holidays). If unsure about a situation, please speak to the Student Activities team to make sure all health and safety/insurance rules and regulations are adhered to.

Storage of Equipment

- The Union has society lockers available for affiliated societies to use. These lockers are allocated on a first come first served basis and the needs of the society are taken into account where possible.

- Items should be stored in society lockers, if possible, and locker codes should not be shared outside of the committee.
- Societies should take an inventory of their kit/equipment and this should be done during the society handover period with the support of the Student Activities Team. If the society has not handed over or if the society is shutting down, the equipment must be handed in to the SU office.
- Personal equipment cannot be stored on Union or University property or in lockers. Dangerous or perishable items cannot be stored in lockers, e.g. solvents or food.

Social Kit / Clothing

- All social kit / clothing must be ordered through Anglia Ruskin Students' Union. This is to protect you financially. Contact the Student Activities team and we will arrange a meeting with you to discuss your needs and take you through the process.
- Once a quote has been received and it is clear how much each item will cost then the money for the social kit must be collected by the Kit and Equipment Officer or Treasurer and paid in to the society's membership account BEFORE the order is placed.
- Any orders made directly to a company WILL NOT be paid for by the Students' Union.
- Social kit/Clothing can be personalised as it is not being funded by the Students' Union, it is being funded by the society.

Running a society: Booking Spaces

As an affiliated SU society, you have the benefit of being able to book SU and University spaces for your activities. This section outlines what spaces you can book and how to book them. When booking any space, make sure you do it well in advance to get the best availability.

Booking a stall

Stalls on campus are a great way to promote your society. If you have an event coming up and you want to sell tickets or if you want to run a bake sale, you can book a stall on campus and get people engaged.

To book a stall, fill out our online form [here](#). We would advise putting your booking in at least 5 working days before your activity.

Space for stalls on campus is limited so please do submit your booking with plenty of notice to avoid missing out.

Please bear the following things in mind when booking a stall:

- If you are planning on giving away cold food (e.g. baked goods or cooked food that is not being reheated), you will need to let a member of the Student Activities team know.
- You must submit a risk assessment for giving food away on your stall and provide ingredients lists for items where possible.
- Hot food cannot be given away at your stall.
- Associate members or guests of the society cannot be present on the stall. Only society committee members or full members can run a stall.

Booking a University room on campus

One of the benefits of being a student group affiliated with the Students' Union is that you are able to book university rooms for your group's activities. You can also block book rooms if you are using a space regularly.

To book rooms, you need to fill out a form [online](#). There are two forms depending on whether your booking will be for regular or one-off activities.

All room booking requests must come through the Students' Union; any requests sent directly to room bookings may experience a delay as all clubs or societies booking require Students' Union approval.

Please bear the following things in mind when booking a room:

- Any Guest Speakers or Presenters must be cleared by the SU before the event takes place. Failure to submit a Guest Speaker Form will result in disciplinary action.
- If you have regular attendees who are not current students or members of the group, they will not be covered by our insurance and so you must make sure that they have a valid membership or a valid Associate membership. If you have issues with individuals not purchasing their memberships, please contact your relevant coordinator who will support you.
- You must submit a risk assessment for your room booking. For regular room bookings, one comprehensive risk assessment will cover you but every one off activity must have its own risk assessment. Forms can be completed and submitted [online](#).

Booking an SU space

The Students' Union has two venues available for SU affiliated clubs and societies to run their events in. In Cambridge, we have The Academy and in Chelmsford, we have 92. As the set-up of the space will depend on the type of event your group would like to run, you will need to give at least a month's notice to book a venue. To enquire about the space, either contact your relevant coordinator or fill out the [online enquiry form](#).

To use the social spaces in the Students' Union offices in Peter Taylor House (Cambridge) or Tindal Building, these are not formally bookable spaces but speak to your coordinator if you would like to run an activity in these spaces.

Booking the Dance Studio (Cambridge Campus)

The Dance Studio is located in COS 010 and is available for use by SU affiliated clubs and societies and sports clubs and fitness classes affiliated with Team ARU.

Block bookings can be organised by speaking with your relevant coordinator and your group must abide by the terms and conditions of the Dance Studio when using the space.

To book the Studio or to find out more information about the space, visit our [website](#).

Running a society: Guest Speakers

One of the benefits of being a club or society affiliated to the Students' Union is that you are entitled to invite Guest speakers to your events, on both the university premises and in other external venues. As an affiliated club or society, the university holds the right to reject any speaker on campus and the Students' Union hold the right to reject a speaker attending any club/society meeting, if the speaker is deemed to speak against the values of the Students' Union. Although this is rare every request will be considered and the club or society will be fully supported through this process, with transparency.

The Guest Speaker Policy has been created as a result of guidance from Anglia Ruskin University and the Prevent Strategy, as outlined by the UK Government. For more guidance, please visit the university's information page on Prevent [here](#).

Any Club or Society wishing to bring an external Guest Speaker onto campus must follow the below procedure to ensure the correct process is put in place and notice must be given 4 weeks in advance of said event alongside a completed Risk Assessment. If your speaker is a member of staff at the University or an alumni of ARU, you still need to submit a Guest Speaker Form.

The Guest Speaker Policy can be found [here](#) or on our [website](#).

What should we do before we book a guest speaker?

- Do your research; use the internet and speak to lecturers about who might be an appropriate guest speaker.
- Fill in a Guest Speaker form [here](#) on the Students' Union Website 4 WEEKS IN ADVANCE OF THE TALK.

This form is then received by the Student Activities Team who will process it.

The details needed on the form are: ○ Name of speaker

○ The name of the organisation the speaker is coming from ○ The contact details for the speaker

○ Your society name ○ The title of the talk ○ The content of the talk

○ The precise times for when the speaker will arrive and leave

○ The proposed location of the event

- The University/Union will approve the guest speaker as stated in the Rules, Regulations and Procedures for Students; therefore there are no exceptions to the 4 week rule and their entry onto campus or off campus. Failure to meet the 4 week deadline will mean your guest speaker will not be able to come to the club/society event.
- If your guest speaker is approved there may be some conditions that may have to be met in order for the event to happen, such as:
 - A requirement to issue tickets for the event beforehand.
 - Making sure there are enough stewards available.
 - Consulting the police about the arrangements.
 - The club/society will be responsible for meeting the cost of any of the requirements and for fulfilling them.
- This procedure is added to the other conditions of having a guest speaker at an event such as writing a risk assessment. This can be submitted online here and must also be received 4 weeks in advance of the talk.
- Wait for a response from a member of the Student Activities team BEFORE you confirm arrangements with your speaker or publicise the event.

KEY INFO: If you are planning on having a guest speaker come in please plan it and send us the details as far in advance as possible to reduce any problems arising.

Running a society: Health and Safety

As a Union-affiliated club or society, you are responsible for ensuring the safety of your members when they take part in your group's events or activities. An important part of ensuring safety is to risk assess your activities.

Risk Assessments

Risk assessing an event or activity is the process of highlighting what risks there might be for an event and outlining what measures you will put in place to reduce that risk. For example, a risk might be that there could be a fire but a measure would be that there will be fire exits and these exits will be kept free from obstruction.

What does my club or society have to risk assess?

- Regular club or society meetings or training sessions – you can submit one blanket risk assessment to cover your group's regular activities if you're doing the same thing in the same place each week. For example, if you regularly meet once a week to practice a dance routine, you would submit one risk assessment that would cover you for all of those sessions.
- One off events and activities – if your group is planning on doing something different, you need to put in an additional risk assessment to cover the activity or event. For example, if you regularly meet to practice a dance routine but then want to do a one off bakesale or social, this needs its own risk assessment.
- If something changes – if you change venue for your regular sessions or if something else changes, e.g. you get a new instructor, you need to let us know so that your risk assessment can be amended.

Risk assessments can all be submitted [online](#) or if you would prefer, you can complete a [hard copy form](#) and email it over to the department.

If you have any queries about risk assessments, please contact your relevant coordinator or [email us](#). You can also visit a drop in session with a member of Student Activities staff who can go through risk assessments and any additional queries you have. More information on drop in sessions can be found [online](#).

An example risk assessment can be seen below:

| | | | | | | | | | | | | | | |
|--|--------------------------------------|---|-----------------------|--|------------------------------|---------------------------------|--------------------|----------|----------------------------|-----------------------|---------------------------|--------------------------|----------------------------------|--|
| Subject of risk assessment (May be an activity, hazard or relate to an individual) FOOD AND DRINK INTOLERANCES | Event Date, Time and Location | Risk Assessment conducted by. Terry Hope | Date. 23 July 2012 | | | | | | | | | | | |
| List the risk/s involved or describe the hazard <ul style="list-style-type: none"> In the most serious cases, a person has a severe allergic reaction (anaphylaxis), which can be life-threatening. If you suspect that somebody is experiencing the symptoms of anaphylaxis, such as breathing difficulties and swollen lips, immediately call 999 for an ambulance and tell the operator that you think the person has anaphylaxis Risk of cross contamination Type of food which causes intolerance <p>Type of reaction to food intolerance;</p> <table> <tr> <td>Dry, itchy throat and tongue</td> <td>Swelling of the lips and throat</td> </tr> <tr> <td>Itchy skin or rash</td> <td>Coughing</td> </tr> <tr> <td>Nausea and feeling bloated</td> <td>Runny or blocked nose</td> </tr> <tr> <td>Diarrhoea and/or vomiting</td> <td>Sore, red and itchy eyes</td> </tr> <tr> <td>Wheezing and shortness of breath</td> <td></td> </tr> </table> | | | | | Dry, itchy throat and tongue | Swelling of the lips and throat | Itchy skin or rash | Coughing | Nausea and feeling bloated | Runny or blocked nose | Diarrhoea and/or vomiting | Sore, red and itchy eyes | Wheezing and shortness of breath | |
| Dry, itchy throat and tongue | Swelling of the lips and throat | | | | | | | | | | | | | |
| Itchy skin or rash | Coughing | | | | | | | | | | | | | |
| Nausea and feeling bloated | Runny or blocked nose | | | | | | | | | | | | | |
| Diarrhoea and/or vomiting | Sore, red and itchy eyes | | | | | | | | | | | | | |
| Wheezing and shortness of breath | | | | | | | | | | | | | | |
| List the current control measures in place. Please check the RM website for help and advice available at; http://rmd.anglia.ac.uk <ul style="list-style-type: none"> Notice to be displayed at point of service advising customers to ask if they have any allergies. Pre-packed food must display clear labelling of ingredients | | | | | | | | | | | | | | |
| List the actions required to reduce the risk. <ul style="list-style-type: none"> All students involved in food service to be made fully aware of food intolerance guidelines. Special diet food may need to be stored separately and clearly labelled. <p>The foods that most commonly cause an allergic reaction Actioned by</p> | | | Date | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

| | | | | | | |
|--|--|--------------------------------|--|--|--|-----------------|
| | | | | | | actioned |
| Milk | Eggs | | | | | |
| Wheat | Peanuts | | | | | |
| Sesame | Tree nuts (almonds, walnuts, cashews, brazils, pistachios) | | | | | |
| Fish | Shellfish | | | | | |
| Dairy products | Natural latex | | | | | |
| Revised risk level. | | High / Medium / Low | | | | |
| (See risk matrix) | | (Delete as appropriate) | | | | |
| RA verified by (Usually Dean/Head of support unit/Line manager) | | | | | | Date. |
| Risk assessment issued to the following; | | | | | | Date. |
| Risk assessment review date. | | | | | | |
| (Usually annually) | | | | | | |
| Risk assessment reviewed by. | | | | | | |

Accident Forms

If a member of your club or society is injured taking part in one of your group's activities, you must submit an accident form as soon as possible after the accident has taken place.

Accident forms can be found online and a hard copy is available [here](#). This form should be filled out and [emailed](#) to the Student Activities team within 24 hours of the incident.

If your group fails to complete an accident form then you may be subject to disciplinary action. Your club or society has a duty of care to its members and reporting accidents is essential to ensuring that members are kept safe and that future accidents are prevented.

Activities Insurance

Activities insurance provides you with BUCS Platinum Elite Personal Injury Insurance. This is compulsory for all Students' Union sport's club members who take part in training or competitions at Anglia Ruskin. This insurance comes with a range of benefits listed below and costs £5 in Cambridge and £5 in Chelmsford per academic year.

Once purchased, this insurance covers the individual for the full academic year and covers all sports clubs they may wish to join that year. For example, if an individual joins the Cheer team, they would purchase their membership and their activities insurance in one go. If they then wanted to join the Dance team later in the semester, they would not have to purchase the

activities insurance again, they would just need to buy the Dance membership. The insurance is a one off fee for the year that covers access to all of our sports clubs.

What is covered under the policy:

Loss of Earnings

- If bodily injury prevents you from attending your full time or part time job, you will receive a weekly benefit (up to £65 per week) based on a 7 day week for up to 26 weeks.

Examination Re-sit Expenses

- If you are unable to sit your exams because of a bodily injury, the insurers will cover any costs incurred to re-sit. The payment could be anywhere between £50 and £2500 dependent on the type of injury.

Hospital Confinement

- If bodily injury results in confinement to a hospital as an in-patient, you could receive up to £40 per day for each day in hospital up to a maximum of 120 days.

Temporary Total Disablement

- If bodily injury results in the insured person being unable to study, you will receive a weekly benefit of up to £40 per week for up to 52 weeks (excluding the first seven days).

Dental Injury

- This policy insures damage to teeth. If dental treatment is required, up to £1000 is covered.

Accidental Death

- Up to £25000.

Permanent Disabling Injuries

- This provides cover for disabilities such as paralysis, loss of sight, hearing, organs and others. This could result in a £1,000 to £50,000 claim.

Physiotherapy Cover

- Following broken bones or primary dislocation. Up to £40 per session (Maximum 10 sessions)

Covering The Cost Of Medical Certificates

- Up to £30 per certificate

How do I access my Activities Insurance?

Activities Insurance can ONLY be purchased online or at an SU Reception desk. To activate your insurance, you must complete the health questionnaire which is sent in your e-mail confirmation when you pay for your insurance.

No membership to any club will be permitted without the purchase of the Activities Insurance. It is the responsibility of the committee members of the club to ensure that all members have purchased valid Activities Insurance.

How do I make a claim?

To make a claim using your Activities Insurance, please fill out this [form](#) and send it to societies@angliastudent.com along with a doctor's note.

First Aid

The Students' Union provides opportunities for committee members to undertake a one day accredited first aid course. By completing this course, individuals can act as a designated first aider at group activities and a first aid kit will be provided to the group. Visit the [website](#) to sign up.

If your society does not have a first aider available but your activities are on campus, the Security offices at the University will have a first aider. They can be contacted via the 'Safezone' app on a smartphone or via 01223 363271 (Cambridge) or 01245 493131 (Chelmsford). For in person enquiries, visit Helmore Reception or MAB Reception.

Please note: each time an item from a first aid kit is used, you must complete an accident form.

Running a Society: Organising Trips

How do we organise a trip? (Within the UK)

There are so many possibilities when organising a trip that it is difficult to include everything here that you may need to consider. That is why you MUST speak to your relevant Coordinator before you book anything so that they can help you to organise a safe and successful trip.

You must also;

- Complete a Group Travel Checklist and submit it to your relevant coordinator.

- Complete a Group Travel Questionnaire and submit it to your relevant coordinator.
- Complete a Risk Assessment (can be done online).
- Complete an Equality Impact Assessment Form and submit it to your relevant coordinator.

How Do We Organise A Trip? (Outside The UK)

For trips abroad you must also obtain additional insurance cover as you will not be covered by the Students' Union insurance and you also need to consider:

- Complete a Group Travel Checklist and submit it to your relevant coordinator.
- Complete a Group Travel Questionnaire and submit it to your relevant coordinator.
- Complete a Risk Assessment (can be done online).
- Complete an Equality Impact Assessment Form and submit it to your relevant coordinator.
- If travelling with a company get a copy of:
 - The contract with the company – DO NOT SIGN IT! We will sign it on your behalf.
 - Copy of their risk assessment.
 - Their public liability insurance.

Running a society: Providing Refreshments

Food and Drink

Everyone who prepares food needs to make sure they follow good food hygiene guidelines to ensure that the food they serve is safe to eat. This is important to your student group as you have a Duty of Care for your members and others who may be consuming the food that you prepare. It should be noted that if you give or sell food that causes people to become ill, you could be personally liable. It is a good idea to organise a meeting with your relevant coordinator whenever you are planning an event, especially one that involves food. You can do this by emailing societies@angliastudent.com.

The information in this section is relevant to any student group wishing to provide food at an event. It is important to note the following when you intend to serve food at an event:

Cake Sales/Low Risk Foods

Lots of societies like to organise sales of cakes and biscuits to raise fund for their group or as part of a group meeting. This is generally fine for groups to do, however we ask that you adhere to the following procedure:

- If you are planning on giving away cold food (e.g. baked goods or cooked food that is not being reheated), you will need to submit a risk assessment online to the SU prior to the activity taking place.
- If you are using pre-packaged food, keep the packaging and clearly display it so that those with allergies can easily view ingredients.
- Display our [allergies poster](#) and ensure you are aware of what has gone into the food and how it has been prepared. If it is pre-packaged, keep all packaging.

Hot Food

If your group is planning on giving away hot food, you **MUST** speak to your relevant coordinator before the event takes place. There are checks that must be done in order to bring hot food on to campus and so you should always make a member of the Student Activities team aware before you provide hot food. We would recommend notifying your relevant coordinator a month in advance so that they can ensure the relevant paperwork is completed and checks are carried out. It is a good idea to organise a meeting whenever you are planning an event, especially one that involves food.

Alcohol

As a Students' Union we promote responsible drinking and we expect that all of the events and activities that student groups organise also promote responsible drinking. The key points to remember are:

- Where alcohol is being served, water and soft drinks must also be available.
- Events should not be advertised or promoted around the availability of alcohol.

- Appropriate stewarding and security should be in place. The SU can support with this if contacted prior to the event.
- All you can drink events or events with an open bar will not be approved.
- Grants Funding cannot be spent on alcohol.
- Initiations, hazing ceremonies or similar events are not considered acceptable by the Students' Union and if an SU affiliated group is found responsible for running one of these types of events will be subject to disciplinary measures and will be disaffiliated.
- Club and society events involving alcohol should take place in a licensed venue that operates a valid ID policy, such as [Challenge 21](#).

KEY INFO:

For all events, with or without food and drink, you must submit a valid risk assessment. Risk assessments show that your group has actively thought about the risks associated with that event and have put measures in place to reduce these risks. Risk assessments can be submitted [online](#) or via a [hard copy form](#).

Providing RefreshmentsPromotion

Part of running a really successful club or society is getting members interested in what you're up to as a group and there are a few ways that you can go about this.

As a Union-affiliated club or society, you have access to the following resources:

- Discounted printing for club and society materials at SU Reception desks – just pop in and let us know what you need and we'll charge it straight to your group's account, no need to claim expenses.
- An accessible and secure email system, meaning you can email your members directly through your page on the SU website.
- Access to poster boards on campus – your group can display posters and promotional material on the various poster boards on campus. You just need to make sure that your poster is clear, has an English translation and has the recycling logo and the SU logo on it. If your poster does not have the SU logo on it, you'll need to get it stamped at an SU reception desk, otherwise it will get taken down by Security. These logos can all be found [online](#).
- Infoscreens – there are infoscreens looked after by the SU in the Students' Union spaces on campus and university owned infoscreens all over campus. Share your posters with us and we can get them displayed on these infoscreens.
- The SU has various social media accounts and we can retweet and share your group's posts. You can find, follow and tag the SU on [Facebook](#), [Twitter](#) and [Instagram](#).
- The SU also has an active website: www.angliastudent.com. Your group can post events online to our ['Whats On'](#) calendar and you can have articles about what your group is up to posted on to the ['News'](#) section of our website.

When using these resources, it is important to be mindful of the following guidelines:

Email Guidance:

- Emailing your members should be administered through the SU website to ensure all paid members receive regular emails.

- Make sure that the content of your emails is appropriate and in-line with SU policies. E-mail has the same legal status as other forms of written communication and is subject to the same laws, regulations and rules e.g. harassment, racial or sexual abuse, discrimination, libel, breach of copyright, infringement of data protection, defamation, inadvertent contracts, accidental breaches of confidence, etc.
- If you consider an email message that you have received to be threatening, intimidating or discriminatory then you should seek guidance from a member of the Student Activities team in the first instance.
- The email system must not be regarded as a means of long-term storage of information. Please use email folders sensibly and ensure these are cleared regularly to avoid unnecessary use of disk space. It is recommended that e-mail is cleared at least once every three months.
- If you consider an email to be suspicious do not open it and contact I.T. support at the university immediately.

Promotions Guidance:

- All publicity material must be submitted to the Students' Union for approval before it can be put up.
- Every poster must be stamped by the Students' Union Office or have the Students' Union logo on it. If they are not displayed on your poster, the university will take your posters down.
- All posters must have the recycling logo on.
- Posters cannot be randomly placed around campus; they must be on the student notice boards only.
- You are responsible for removing posters when your event has finished.
- Flyers cannot be left lying around; they need to be given to people directly or you must seek permission from individual departments if you want to leave some on tables. You may not flyer halls of residence under any circumstances. (Leaflets must also have the Students' Union logo on them.)
- The Students' Union logo can be found [here](#).

- Under no circumstances may you use the university crest on any promotional materials.

KEY INFO:

You must have posters approved by the Student Activities team before any promotional material is publicised. An easy way to do this is to email it over to us for approval and ask for us to get it printed at front desk at the same time. This way, your poster is approved and printed and you know that the posters are all paid for and ready to go up on campus in one go.

Running a Society: Social Media and Your Role

Club and Society Social Media Accounts

- All club and society social media accounts should be open groups for any to join.
- Accounts should allow access to all SU Accounts, including the union or Activities Officer accounts, so that information may be shared.
- Social media accounts run by clubs and societies should adhere to Union policies and the Terms of Affiliation.
- Clubs or societies cannot use their group's social media to promote third parties or advertise services, this does not comply with Data Protection guidelines.

Personal and Group Responsibilities on Social Media

As a Committee member for your club or society (and also as an individual student) you must be aware of how easily you can get yourself and your group into trouble by posting something onto a social media page.

Derogatory comments about the University, staff, other students or members of the public, made on social media can easily lead to you facing disciplinary proceedings, or if you are training on a professional course it could lead to you being assessed to see if you are fit to practice as a member of that profession; which ultimately means you could be discontinued from your course.

The Terms of Affiliation for Students which you must abide by makes clear that you will be in breach of the Rules and Regulations if you do anything which damages the University name or damages its reputation.

Every year we see students who have got themselves into situations because they did not realise that there is no such thing as a true privacy setting on social media. As soon as you post anything

and someone on your friends list “likes” it, it is then seen by outsiders to your friends list and can go viral.

This does not mean that you cannot raise concerns, but you are expected to raise any issues you may have in an appropriate way – this does NOT mean by posting it on Facebook or tweeting about the problem. The University expects you to talk to them if there are problems so they have a chance to put things right. We can help you do this through our Representation structure.

If you are unsure about how to approach a problem on behalf of your Club or Society please come and talk to a member of the Student Activities team in the Students’ Union office. If you have an individual or personal issue, then please contact a member of the [Students’ Union Advice Team](#), who can provide you with independent and confidential advice.

We can help you to deal with the problem and get it resolved. If you do get yourself or your club or society into trouble, then please tell us so that we can make sure it does not get worse.

KEY INFO: You must not use your club or society social media account to express personal beliefs or opinions or to share any potentially offensive material. E.g. If you as an individual do not agree with a certain person or viewpoint, you cannot use your platform as a committee member to share your opinion.

Sustainability and the Environment

The Students’ Union feels strongly about the sustainability of our environment and we work closely with the Environment Team at Anglia Ruskin University. We have many sustainable practices that we encourage clubs and societies to follow too. These include:

- When printing posters or flyers, consider using Robbrook, a printing company that the Union uses because of its sustainability ethic.
- If printing in house, use recycled or paper made from NAPM (National Association of Paper Merchants) accredited recycled paper, or that is made from pulp from certified sustainable sources and ensure that all publications include the recycle logo. Only print as many copies as you will be able to use.
- When purchasing items for your club or society, consider purchasing items that can be used again e.g. a pull up banner or branded tablecloth.

- Wherever possible avoid the use of paper – send emails or use social media instead.
- When travelling to events/competitions/ organised trips car share or use public transport where possible.
- Order Social kit through the National Union of Students (NUS)-approved supplier
- If providing refreshments, use materials such as plates and cups that are biodegradable or can be recycled.
- Create a development plan for your club or society – consider your group’s sustainability and put plans into place to make sure it will still run when you finish your committee role. E.g. If your committee are all in their final year of their studies, try to involve members from earlier years who may then want to get involved as a committee member.

For more information go to:

ARU Environment Team: <http://web.anglia.ac.uk/estates/environment/>

Running a society: Using the SU website

As an SU affiliated group, you will have a dedicated page on the Societies section of the Students’ Union website. This webpage is where new members will sign up, where your society events will be shown and where prospective members can find out more about your group and what you get up to.

The website also gives you the ability to display who is in your committee and how members can get in touch with the society and has a direct messaging service so you can email members through the website, meaning you do not have to collect personal data from your members.

Here is an example of a society’s page on the SU website:

ACHIEVEMENT UNLOCKED - CAMBRIDGE

About

Events

Committee

Our Aim: To encompass the different aspects that come from gaming and technology. Students can then express what games they enjoy, and share that with other members. In addition there will be opportunities to try out new gaming experiences that they may not have tried before. The casual co-op/split-screen gaming will also be a part of this society. Lastly, E-Sports advice from someone in the industry can be given to those interested.

Some of the benefits that you will receive other than awesome events include: members only discord and a weekly podcast on our YouTube channel that is geared towards students.

If any of that sounds interesting to you. Then don't hesitate to give us a like on our Facebook page; where you can see the latest updates for our Society. We look forward to meeting you!

Any questions? don't be afraid to drop us an email.



50 - WELCOME TO THE SQUAD

Join

Achievement Unlocked - Cambridge
Standard Membership £5.00

Add to Basket



www.youtube.com/channel/UCkphw9swmzPmpc7yaMMeng?



achievementunlockedaru@gmail.com

Every club and society set up within the SU is given a dedicated page on the Societies section of www.angliastudent.com. These pages give individual groups an opportunity to promote their events and their group in general, there is a tab for committee members so members can see who runs the group and there are options for connecting with the group via social media, email and a link to purchase a membership to the group.

This page is for the club or society to edit and the Student Activities team is here to help you make the most of it.

Using your page on the website:

To access the tools on your club or society's page on the SU website, you'll need to be a committee member on the system. To become a committee member on the system, this will be done by Student Activities staff when you are elected or if you are starting as a new committee member, you'll need to let your relevant coordinator know.

Please note: You cannot become a committee member and have access to the website if you have not already purchased your membership to your club or society.

How to use the tools on the website:

Step 1: Go to 

Step 2: Click on the drop down option that says 'admin tools'.

Step 3: You will then be greeted by this section:

Admin tools

[Go to home page](#)



Edit Details



News



Events



Messages



Members



Groups



Signups



Sales Reports



Resources



Fundraising

The main sections your club or society will use are:

- Edit Details (This edits the content on the group's page on the website)
- News (This allows you to post news to your group's page)
- Events (This allows you to put events on the SU website and links to the main events calendar)
- Members (This gives you an up to date list of who your paid members are)
- Messages (This gives your group the ability to directly email your members through the website)
- Sales Reports (This gives you a list of people who have purchased tickets or products on your page)

What happens when you use each section:

Edit details:

Email address
 This is your public email address for general contact.

Web address
 If you have an external website, enter the URL here.

Twitter username
 Enter your Twitter username here.

Facebook URL
 If you have a Facebook page, enter the URL here.

Instagram username
 Enter your Instagram username here.

Listing Description

 126/200
 This text appears on organisation listings.

Description

Source

Format

B I U Ω

Your club or society should try to keep this page as up to date as possible. This is where new and prospective students will come to find out more about what your group does and it's your opportunity to shout out about all the great things you do as a group. Over September and

January, the website receives a huge number of views and so it's especially essential to keep your page up to date during these busy periods.

News:

Level Up! Gaming Society ([change](#))

News

[Back to admin tools](#) | [View current news](#) | [Add new article](#)

Show: ☒ Current ☐ Expired ☐ Future ☐ Deleted

[Apply](#) [Clear filter](#)

This section of the website allows societies to submit articles around what their group is up to. It's a good idea to write your article in another document, e.g. a Word Document to that you have a copy that you can spellcheck and keep as a draft if something goes wrong!

Make sure you have good quality photos and that you know where the photos have come from. If you're using images taken off the internet, make sure you aren't breaking copyright rules and that your photos have the appropriate license. Good quality photos with 'Creative Commons' Licenses can be found on these popular websites; [Unsplash](#) and [Pexels](#).

Members:

Level Up! Gaming Society ([change](#))

Members

[Back to admin tools](#) | [List Members by Group](#)

Enter all or part of a person's name

Showing all members

Display members per page

| Name | Card Number |
|------|-------------|
|------|-------------|

The members function gives you the ability to see who has bought memberships to your club or society. You can also list members by group, meaning that you can see who is a committee member, associate member or who has a standard membership. This is particularly useful during Freshers when Mailing List options are available and will help sports clubs who have competitive and standard memberships available.

You can use this list to check off who is attending your events and for sports clubs, this is particularly valuable as individuals should not be attending training sessions without having purchased memberships and activities insurance.

Events:

Add Event

[Back to event list](#)

Event name *

Date and time *

 →

Show on all days

- ☐ If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Tagline / short description

0/250

Location

External URL

If specified, event list entries will link to this URL.

Event types

- | | | |
|---|--|--|
| <input type="checkbox"/> Alcohol-free Events | <input type="checkbox"/> Family Friendly | <input type="checkbox"/> Meet Ups |
| <input type="checkbox"/> Cambridge | <input type="checkbox"/> Free Events | <input type="checkbox"/> Night Time Events |
| <input type="checkbox"/> Chelmsford | <input type="checkbox"/> Freshers | <input type="checkbox"/> Not Mobile |
| <input type="checkbox"/> Club and Society Event | <input type="checkbox"/> Give It A Go | <input type="checkbox"/> NUS |
| <input type="checkbox"/> Daytime | <input type="checkbox"/> Global Week | <input type="checkbox"/> Peterborough |
| <input type="checkbox"/> De-stress | <input type="checkbox"/> International Orientation | <input type="checkbox"/> Reps |
| <input type="checkbox"/> DontShow | <input type="checkbox"/> LGBT | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Elections | <input type="checkbox"/> London | <input type="checkbox"/> Volunteering |

Check the event types that correspond to this event.

Image

Select image

The events section part of your group's page is linked to the main SU events calendar, meaning if you post events on your page, they should link to the main calendar found [here](#).

When posting events, make sure your descriptions are clear and up to date and that you've got good quality photos. If your event needs tickets, speak to your relevant coordinator who can do this for you. This cannot be done on the society part of the website, it needs to be done by a member of SU staff so please speak to a member of the Student Activities team if you need your event ticketed. It does not take long for us to do this so please do come and speak to us!

A screenshot of the main SU 'Whats On' calendar can be seen below:

Campus

- ☐ Cambridge
- ☐ Chelmsford
- ☐ Peterborough
- ☐ London


Type

- ☐ Volunteering
- ☐ Club & Society Events
- ☐ Representation & Democracy
- ☐ Give it a Go
- ☐ Daytime Events
- ☐ Night Time Events
- ☐ Alcohol-Free Events
- ☐ Free Events
- ☐ Family Friendly Events

| < November 2018 | | | | |
|--|---|---|---|--------------------------------|
| M | T | W | T | F |
| 29 | 30 | 31 | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| | | | The Group Chat: Cambridge | Lunchtime concert series visit |
| | | | K-Pop Society - Meet Up - Cambridge | TNT Friday |
| | | | Thursday Night Flicks | Prop Box @ Revolution |
| | | | Yoga Society Regular Session - Cambridge | |
| | | | Thursday Night Live | |
| | | | Pole Training Session | |
| 19 | 20 | 21 | 22 | 23 |
| Yoga Society Regular Session - Cambridge | Pole Training Session | BMSS weekly meet ups | Cheerleading - Cambridge Uniform Deadline | Lunchtime concert series visit |
| | Climate Change and Fossil Fuel Divestment Lobbying Workshop | Committee Re-Training (Chelmsford Campus) | Volunteering Drop In | TNT Friday |
| | Chill Out Tuesday | | Trip to Sedgwick | Prop Box @ Revolution |


Messaging:

Add Recipients

 This message has no recipients

Subject

Attachments

 This message has no attachments

Google campaign tracking

☐ Track this email - Campaign: (no subject) | Source: 6532

Note: Open rate tracking is enabled by default. Only check this box if you would like to use campaign tracking in Google Analytics

Template

Apply template

Message Text

B
I

Format

Source

Save as draft

Cancel

Send preview

The messaging feature allows your group to directly email members through the SU website. This means that you no longer have to collect email addresses from individual members, instead you are able to use your groups email address and contact paid members without having to manually add those members to a list yourselves. To contact members, simply 'Add Recipients' and choose who from your members you would like to contact. You can contact all of your members or just committee members if needed.

A good idea is to create a draft in a Word Document, spellcheck it and save it so you have a second copy in case something goes wrong!

The SU fully recommends using this email system as it is directly tied to the memberships sold for your group. Your club or society should be working for full members and this email system is the best way to reach those individuals who have bought memberships in a safe way that keeps personal data secure.

Please note: If you are unsure on how to use any of these tools, please attend one of our workshops or contact your relevant coordinator who will be more than happy to talk you through the website.

Committee Member Relevant Meetings

Meetings that your committee should organise:

Club or Society Committee Meetings

It is important that your club or society stay in contact as a committee so you all know who is doing what and it helps to ease the workload. It's recommended that as a committee you meet once every 2 weeks so that you are all aware of what is happening within the club or society and if there are any issues that need to be addressed. Also it helps with planning events and there should be minutes taken so that your members are able to see them and your club or society is transparent.

Annual General Meeting (AGM)

Every affiliated club or society is expected to hold an AGM once a year for their members. This AGM should take place prior to the club and society elections in March. This meeting should be organised by the committee members and all members should be invited and made aware of the meeting. This meeting is the opportunity to reflect on the year, to gather feedback from members and to discuss the new committee elections.

Meetings led by the SU you should attend:

[Club & Society Forums](#)

This is an essential meeting for all clubs/societies and they happen once a month and are advertised on the SU events calendar and on a dedicated [Forum](#) webpage on our website. It is a democratic meeting at which all sporting and student activity issues are discussed. Often those in attendance may be asked to take a vote on certain issues that affect your club or society. The meetings also provide an opportunity to share vital information. All clubs/societies are expected to send at least one representative to every meeting. If there is a genuine reason why no one can attend then you must send apologies. If you want to change the way your club or society is supported, it is integral that you attend these forums!

[The Group Chat](#)

The Group Chat is where the Students' Union policies are discussed and voted on and where our Executive Committee members are held to account. These meetings shape the way in which the Students' Union supports you at your time at university. It is a space where you can air your opinions and vote on them to create lasting change within the university. It is integral that you attend to make sure that your views and opinions are heard and discussed. All students have voting rights at these meetings.

Running a Society: Organising an AGM

As a committee, an Annual General Meeting needs to be organised prior to electing a new committee for your club or society. This AGM is an opportunity for all of your members to get together and reflect on what the society has achieved and to get people interested in running for the group's committee positions for the next academic year.

Your relevant coordinator can support you to organise these meetings and can even attend parts of the AGM if you would like them to talk through the elections process. This meeting should be open to all members and should be held at a time and in a location ideally accessible to all members. E.g. consider that not all members will be comfortable attending an AGM in a setting that serves alcohol, it may be better to run your AGM in a classroom on campus.

Running a Society: Electing a New Committee

In March, we ask all of our affiliated groups to run elections to elect a new committee for the coming academic year. The new committee members will come into their posts in June of that year, ready for the next academic year.

By being an affiliated club or society, part of the terms of affiliation is that your group will elect democratically and as a Students' Union, we are committed to making sure this process is fair and democratic for all. For this reason, we insist that elections are held online via the SU website and these elections are facilitated by a member of the Student Activities Team.

In the exceptional circumstances that your club or society cannot run an online election, a member of the Student Activities team will facilitate an election in person with all of your members present.

To begin the elections process, a member Student Activities team will contact your club or society to finalise the dates for your group's elections and to confirm the roles going up for voting. Your group must run an election for all committee roles and you must have a President and Treasurer role, all other roles are optional but we do recommend more than 2 committee members.

At your AGM, your club or society should discuss what roles are available and how to nominate yourself for a role and how voting operates. A member of the Student Activities team can attend this part of your AGM to talk through how the election process works.

The election for your group will live on your club or society's page on the SU website and your members should be directed to it to nominate themselves for a committee position and to vote. Once voting has closed, a Student Activities staff member will run a 'count' online to count the votes and will share with the group who has been elected to the new roles.

Once a new committee has been elected, the existing committee of the club or society should start to begin the handover process. Officially, the existing committee will remain in their posts on our system until the 31st July but there are a few steps they need to do before the new committee come into post on the 1st August.

Running a Society: Handing Over

To hand over your society, the outgoing committee (the committee who have run the group that year) should fill out our survey online [here](#).

The incoming committee, (the new committee members), should also fill out our separate survey online [here](#).

The incoming committee should use this form as an opportunity to let us know of any committee role title changes or changes to pricing for the club or society. Clubs and societies are not able to change their membership fee once it has gone live so this is an important opportunity to make sure you tell us the correct price.

Running a Society: If Things Go Wrong - Complaints and Disciplinaries

The Student Activities team are here to support you during the good and the bad. While we hope running your club or society is a positive experience, we are always here to listen if you are having issues relating to running your group.

Remember, you and the rest of your committee are all volunteers and at no point should running a club or society have a negative impact on your welfare or your studies.

If something is happening within your club or society, such as a committee member not fulfilling their role or a disagreement between two individual members, please speak to a member of the Student Activities team in the first instance.

The Student Activities team has mediation guidelines in place and can attend society meetings to help solve disagreements between individuals. In all instances, we will try to resolve issues informally.

If due to the nature of the issue it cannot be resolved informally, the member of Student Activities staff dealing with the issue will pass the issue on to a relevant staff member to ensure the correct

procedure is followed. E.g, if the issue is actually not limited to the society, the staff member may direct the individuals involved to the SU Advice Service.

The Student Activities team has a [Complaints and Disciplinary Procedure](#) that will be used where needed. If an individual wishes to make a complaint relating to a Union-affiliated club or society, they should follow the guidelines outlined in this procedure.

Clubs or societies facing disciplinary action may have their activities suspended and if disciplinary action is upheld, the club or society may be shut down.

In all instances, whether it is a disagreement between committee members or a more formal incident, please contact your relevant coordinator in the first instance and they will support you.

Running a Society: Society Rewards and Recognition

Without volunteers, ARU Students' Union would not be able to have the impact it does on student experience. Our dedicated club and society committee members mean that students have great opportunities to make friends and try something new. Our student representatives listen to the views of their peers and make student voices heard. Our community volunteers go out and make a difference to their community and the lives of others.

Our student volunteers make a huge difference to life at ARU and ARU Students' Union is here to celebrate the hard work that they do in a variety of different ways:

Volunteers of the Month

We have a Volunteer of the Month scheme with three awards to be won each month. As a committee member, you could nominate yourself or be nominated for Committee Member of the Month. There are also awards for Rep of the Month and Community Volunteer of the Month so if you are also a rep or you volunteer in the community alongside your committee member role, you could also win one of these awards. If you win one of these awards, you are also automatically

shortlisted to win an SU award. For example, if you win Committee Member of the Month, you are automatically shortlisted to win the Society Person of the Year award.

To nominate yourself or a fellow volunteer, visit our [website](#).

Society of the Month

This new scheme works similarly to our Volunteer of the Month scheme. Your society could be nominated for the Society of the Month award and if you win, your group is automatically shortlisted to win the Society of the Year award. You can nominate your society for this award, but so can members or SU or University staff.

To nominate a society for this award, visit our [website](#).

Volunteering Awards

As a committee member, you can log the hours you spend volunteering for your society and the skills your role has given you online [here](#). For example, if you spent 4 hours running a stall at the Freshers Fair, you can log these hours online, write down any skills you developed doing it (e.g. communication skills!) and these will all contribute towards you winning a Volunteering Award. There are Bronze, Silver and Gold volunteering awards available and by winning, you will receive a certificate that you can share with potential employers to highlight your dedication and commitment to your role.

SU Awards

The SU Awards are a formal celebration event that the Students' Union organises every year to celebrate the hard work of our volunteers. The event is comprised of an awards ceremony alongside a three course meal and there is a live DJ for entertainment following the meal. This event is a great opportunity to get dressed up and celebrate all the work you as a committee have put in to running your group. Members are more than welcome to attend and if you'd like to attend as a group, you can get discounted tickets for purchasing a full table. There are a great variety of awards to be won and you can nominate yourself, your society or fellow volunteers by visiting our [website](#).

More details about the event can be found [here](#).

Vice Chancellor's Student Leader Awards

Every year, six students win a prestigious VC Student Leader Award. These awards recognise students who have engaged in a variety of activities during their time at ARU and they are awarded £1000 and a framed certificate at their graduation. These prizes are awarded on a points based system and different activities are worth different points. You must get 120 points from at least 3 different activities.

Being a society committee member, getting a Bronze volunteering award, completing the AREP or winning an SU Award are all worth points and contribute towards the points needed to win a VC Student Leader Award. If you've taken on opportunities alongside your students, you should consider putting yourself forward for a VC Student Leader Award.

To win this award, you need to be in the final year of your studies. To find out more about the award and how to apply, contact your relevant coordinator or visit the [website](#).

We hope this handbook has helped answer any questions you might have about running a society. However, if there is anything at all you are unsure about, please contact us or drop in and visit a member of the Student Activities team.