

Welcome to Student Activities

Thank you for attending!

Please ensure you have signed into this session.

This Session

We will cover:

- Training Week – what to expect
- Key Contacts for the year
- Union Services and how you access them
- Your Responsibilities as President and Treasurer
- Resources & Guidance
- 2018/19 Key Dates

Any Questions?

Submit your questions to:

www.slido.com

Session Code: welcome2018

We will go through as many as we can at the end!

Congratulations & Welcome!

What to expect from Training Week:

- Where to find the resources you need
- Best practice for running your Club/Society
- Who your key staff and officer contacts are for 2018/19
- Better knowledge of what your year ahead will look like.
- What forms we need and why, and how you submit them

What we expect from you:

- Your attention at each session (phones on silent please!)
- Attendance at all compulsory sessions
- Get involved – if you have a question we have an online interactive way you can ask anything!
- Be pro-active – use the information we provide to start planning your year ahead.

Activities Programme

The impact of Student Activities is huge. This year alone:

- There are 75 Sports Clubs, and 214 Societies in total.
- Over 31,000 memberships were bought this year – this number grows year on year!
- Over 1300 external speaker requests have been facilitated through the Union.
- The Union granted out £300k to Clubs and Societies.
- Sports Clubs participated in 1159 matches so far!

Why are Clubs and Societies Important?

- Building student communities
- Continue passions and interests (or develop new ones!)
- Hold events such as conferences, food festivals and trips abroad!
- Enhance your CV with skill development.
- Create leaders
- Enables you to get involved with competitive sport!
- Positive impact on student wellbeing

Meet the Team

Sports Team:

- Katie Sykes – Sports Development Manager
- Neil Jolliffe – Sports Development Coordinator
- Sarah Tomlinson – Project Active Coordinator
(*Maternity leave*)
- Izzy Ross - Sports Administrator
- Bikram Bains – Project Active Coordinator
- Tihan Eeles – Strength and Conditioning Coach
- Ryan Hunt – Rugby Cluster Officer

Societies Team:

- Carl Salton-Cox – Societies and Media Manager
- Johnny Glover – Societies and Media Coordinator
- TBC – Societies and Media Coordinator (Events)
- TBC – Activities Administrator

Head to: <http://studentsunionucl.org/content/clubs-and-societies> (Meet the Team) for contact details!

Your Union



You can access these by heading to www.studentsunionucl.org and clicking on the relevant section..

What the Union provides Clubs and Societies:

- **Funding Opportunities:** Annual Grants, Additional Grants, Friends Trust, Sports Competition Costs.
- **Spaces:** Union Rooms, UCL Estates & Training Facilities
- **Support with Events and Activities:** Risk Assessments, Sponsorship, Payments.
- **Website and Marketing:** Membership access, What's On Calendar and online promotion.
- **Skills Development:** Sports and Society Development Programmes

Activities Officer:

- Your paid Sabbatical Representative, elected by you.
 - 2017-18 Ilyas Morrison
 - 2018-19 Khaleel Mirza
- Manifesto Pledges include:
 - *Increasing storage space for societies*
 - *Create a new platform for inter-society work*
 - *Increase funding for sports through gaining sponsorship*

Activities Network:

- How you can make change happen.
- Regular meeting for you to feedback and drive change within Student Activities and the Union.
- A representative from each Club and Society should attend.
- Chaired by the Activities Officer – this is your chance to speak to them about any pressing concerns.

Activities Executives:

- There is the Sports, Arts and Societies Executives.
- Made up of:
 - Activities Officer
 - Sports Officer (vacant)
 - Societies Officer
 - Arts Officer (vacant)
 - RAG Officer
 - Volunteering Officer
 - Secretary (elected at the first Activities Network, vacant)

These roles are important as they:

- Represent your interests at Student Council
- Work closely with the Activities Officer throughout the year
- Encourage inclusive activity for all Clubs and Societies
- Promote relationships between societies and sports alike.

Basic Requirements:

You take office from Saturday 9 June until Friday 7 June 2019. During this time you need to ensure that:

- 30 paid/full members by Sunday 28 October 2018.
- Every participant must be a member of your Club or Society.
- Attend training week – thank you!
 - All compulsory sessions attended (Welcome to Student Activities, Running Activities Safely, Running Great Events, Your Role as a Leader, plus Sports and BUCS training for Sports Clubs)
- Contact via UCL Email only – Presidents and Treasurers are our main point of contact.
- Have an approved Annual Risk Assessment in place by September 2018.
- Abide by Club and Society Regulations.

Being a Member

- Presidents, Treasurers, and all committee roles must join your Club or Society via the Union Website.
- UCL Students can purchase membership from the Union Website to become a full member of your Club or Society.
- Only those on your membership list on the website are members of your Club or Society.
- Visiting & Associate Members must apply to become members of the Union. They include UCL Staff, Union Staff, Alumni and Students studying at another HE College or University.
 - Please note that Visiting and Associate Members:
 - Must be approved by the Union before taking part in activity.
 - Cannot compete in competitive sports.
 - Must not take an opportunity away from a UCL student.

Key Information:

The President and Treasurer Hub has all you need to start your year right, head there for:

- Colours and Awards Information
- Friends' Trust Funding
- How to run a Give it a Go
- Event/Budget Approval Form
- Booking Rooms
- External Speaker Form
- Sports Travel Reclaim
- Welcome Handbook for Clubs and Society's
 - This will also be emailed to you after Training Week.

Head to: <https://studentsunionucl.org/content/president-and-treasurer-hub>

Rules and Regulations:

The President and Treasurer Hub also includes:

- Forms and How to Guides:

- These give you step by step information on how to complete the forms, and where to submit them.
- E.G. Additional Grant Applications, How to run an Event, How to organise a trip or tour, How to submit an external speaker request.

- This also includes AGMs and EGMs:

- How to run them democratically.
- How to make changes to your constitutions

For further guidance – use the link below.

<https://studentsunionucl.org/content/president-and-treasurer-hub>

Getting in touch!

Contacting You

We contact you in a variety of ways!

- Emails from Reception (su.activities@ucl.ac.uk)
- Phone Calls
- Mail Chimp (President and Treasurer Weekly Update)
- Sports Mail Out
- News on Instagram and Facebook (Team UCL)

Contacting Us

- First point of contact is always Reception (su.activities@ucl.ac.uk / 0207 679 7239)
- Meet the Team page has full contact emails for all Student Activities Staff.
- Book in meetings with Staff via Reception.
- Surgery Hours – can be found on the Meet the Team page.

Meet the Team Page: <https://studentsunionucl.org/content/president-and-treasurer-hub>

Your Year

Term One:

September: Welcome Week + Welcome Fair,
Pre-Season Training

October: Friends Trust Application
Deadline, BUCS Season starts, Black
History Month

November: This UCL Girl Can Week

December: Winter Arts Festival

Term Two:

January: Get Active Fair, Give it a Go Week,

February: Friends Trust Application Deadline; Pride in
Team UCL Week, RAG Week, BUCS
Nationals

March: Varsity, Leadership Elections (Clubs and
Societies), LUSLFest

Term Three:

April: Election Results (AGMs) Submission Deadline

June: President and Treasurer Training Week,
Awards Evenings (Sports Ball, Arts Ball,
Societies Awards), Mandy Walker Games

Club/Society Development

Societies

- Email Johnny Glover – j.glover@ucl.ac.uk or phone Reception to book.
 - 0207 679 7239 (su.activities@ucl.ac.uk)
- Discuss in detail more opportunities for your society, and how to develop your events.

Sports

- Email Neil Jolliffe – n.jolliffe@ucl.ac.uk or phone Reception to book.
- Discuss in detail your club development plan, and your aims and objectives for the year.

We are here to support you to achieve what you want and help you make positive changes to your club or society.

There are Clubs and Society Training opportunities all year round, including: Skills Development Sessions, and the opportunity to apply for Officiating/Coaching Bursaries.

Planning Ahead

Over the summer you should be:

- Planning your events for Term One (this can take longer than you may realise)
- Talking to your outgoing and current committee.
 - Make sure you get all relevant information from your outgoing committee!
- Looking at Funding/Sponsorship opportunities.
- Staying active online – e.g. Facebook, Twitter, and on your Directory Page.
- Checking your Club/Society Emails regularly – this is where your finance statements are sent.
- Ordering Kit or 'Merch'
- Annual Budgets – plan your budgets for the year.
- Club and Society Development Plans
- Planning for Welcome Fair!

Welcome Fair

You automatically get assigned a stall, so start thinking about:

- Your Promotional Material (Flyers, Posters)
- Which members/committee are running your stall(x2 per stall at any time!)
- Welcome Events & Taster Sessions—organised and promoted for new prospective members.
- Being ready to answer questions – new members may have a lot of questions about your activities, so be prepared!
- How are you going to stand out?
- Welcome Fair takes place on 29 and 30 September in the Main Quad and Wilkins Building.
- There will be two performance spaces for Societies in the Fair. Applications open soon.
- A Welcome Fair briefing will be in mid-September.

Summer to do list: Forms

- Complete your President and Treasurer Registration Forms
- Have an approved Annual Risk Assessment by September
- Complete your room booking/facility hire request
- Make a start on your Development Plan
- Submit your Varsity Application

During the summer club and society pages were viewed more than 500,000 times on our website.

Make sure your page is up to date and looking good.

Here's how:



Fintech Society

General Interest

[View](#)[Edit](#)[Elections](#)[Members](#)

Europe's Largest Financial Technology Society

Having only launched in October 2016, we have grown from strength to strength, and developed great relationships with students and firms alike. Our society is not just limited to FinTech, but rather a spectrum from Finance to Technology and everything in between. We currently have 5 divisions: Client Relations, Events, Marketing & Outreach, Research, and

Buy Membership

£3.00

You are a member

Contact Information

President: Jaykishen Gokani



Questions

We will go through as many Slido submissions as possible.

Any unanswered questions will be compiled together and emailed to all Presidents and Treasurers the following week.

Thank You!

Thank you for coming.

Good luck with the rest of Training Week.