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Introduction

Congratulations on being elected on to your society’s committee! From past experience, I know you’re going to have an absolutely fantastic year and I am looking forward to seeing what you all get up to. You are now in a position of great responsibility. All the decisions you make on behalf of the society should primarily concern the wellbeing of your members as well as both the short and long term success of the society. You are a representative for your society and are accountable to the Societies Executive Committee and Union Council, and also, most importantly, your members. I am sure you have all had amazing experiences with societies and that’s why you ran for a committee position. It is now up to you to ensure that more students are able to have the same brilliant experience as you.

Don’t be afraid to try new things this year or take your society in a different direction- your members voted for you because they trust your judgement and believe you’ll do what is best for everyone!

This training guide has been designed to give you all the information you need to run a society successfully. I am not expecting you to remember everything that is said at training so make sure you refer back to this book throughout the year- chances are the answer to your question will be in here.

This guide will provide you with:

- An understanding of the structure of societies and their relationship within the Students’ Union.
- An understanding of the support systems available to assist you in running a successful society.
- Information regarding grant applications, forms, sponsorship and finance.
- An awareness of the events and activities you can take part in throughout the year.
- Knowledge of how to best represent and promote your society.
- An understanding of the massive range of employability skills you will gain as a society officer, and how to put them to good use after your time on committee.

This year sees the introduction of a new scheme, Inclusive Society, as well as new Welfare and Engagement training. While I have increased the amount of training, I would much rather you come to me with a problem than try to tackle it alone. I might not always know the answer but I will know the right people to send you to. All of the staff on the activities floor are great and have been working here years- between us all we can answer any question you might have. No question is too big or too small!

There will be monthly coffee mornings with myself and the AU officer where all committee members are invited to come and ask for advice on their role or just tell me what you’ve been up to. On that note, the new Societies Hub is a great way to keep myself and everyone else updated on your events, here you can advertise everything you’re getting up to, boosting awareness and increasing participation.

Feel free to contact me at any time at activities.union@ncl.ac.uk or on 0191 239 3964 or come see me in person at the Activities Office on the first floor of NUSU. Please follow the Facebook and Twitter pages (NUSUactivities) to stay up to date with what’s going on around the union.
<table>
<thead>
<tr>
<th>When</th>
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<tbody>
<tr>
<td>Monday 17th September, 10:00-13:00</td>
<td>Society Officer Training</td>
</tr>
<tr>
<td>Tuesday 18th October, 14:00-17:00</td>
<td>Society Officer Training</td>
</tr>
<tr>
<td>Tuesday 18th October, 17:00</td>
<td>Special Grant, Initial Grant and Inclusive Society forms go live</td>
</tr>
<tr>
<td>Saturday 22nd – Friday 28th September</td>
<td>Freshers Week</td>
</tr>
<tr>
<td>Sunday 23rd – Tuesday 25th September, 10:00-16:00</td>
<td>Clubs and Societies Far</td>
</tr>
<tr>
<td>Wednesday 16th September</td>
<td>Coffee Morning</td>
</tr>
<tr>
<td>Monday 1st October, 17:00</td>
<td>Deadline for Societies Executive Nominations</td>
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<tr>
<td>Tuesday 2nd October, 15:00-18:00</td>
<td>Social Secretary Training</td>
</tr>
<tr>
<td>Wednesday 3rd October, 13:30-16:00</td>
<td>Societies AGM (compulsory – 2 members per society)</td>
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<tr>
<td>Wednesday 3rd October, 17:00</td>
<td>Deadline for Initial Grant Forms</td>
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<tr>
<td>Saturday 6th October, 10:00-13:00</td>
<td>Alternative Officer Training</td>
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<tr>
<td>Sunday 7th October, 23:59</td>
<td>Deadline for Initial Grant Membership</td>
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<tr>
<td>Monday 8th October 17:00-19:00</td>
<td>First Society Exec</td>
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<tr>
<td>Wednesday 10th October, 17:00</td>
<td>First deadline for Special Grant Applications</td>
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<td>Monday 15th October, 17:00-20:00</td>
<td>Second Society Exec</td>
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<tr>
<td>Tuesday 16th October, 17:00-18:00</td>
<td>Optional Welfare and Engagement Training</td>
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<tr>
<td>Thursday 18th October, 17:15-19:30</td>
<td>Student Council</td>
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<td>Wednesday 31st October, 09:00-10:30</td>
<td>Coffee Morning</td>
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<tr>
<td>Wednesday 31st October, 17:00</td>
<td>Second Special Grant Deadline</td>
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<td>Monday 5th November, 17:00-20:00</td>
<td>Third Societies Exec</td>
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<tr>
<td>Thursday 15th November, 17:15-19:30</td>
<td>Student Council</td>
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<tr>
<td>Wednesday 21st November, 17:00</td>
<td>Third Special Grant Deadline</td>
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<tr>
<td>Monday 26th November, 17:00-20:00</td>
<td>Fourth Societies Exec</td>
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<tr>
<td>Wednesday 28th November, 09:00-10:30</td>
<td>Coffee Morning</td>
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<tr>
<td>Wednesday 5th December, 17:00</td>
<td>Fourth Special Grant Deadline (final of term one)</td>
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<tr>
<td>Thursday 6th December, 17:15-19:30</td>
<td>Student Council</td>
</tr>
<tr>
<td>Monday 10th December, 17:00-20:00</td>
<td>Fifth Societies Exec (final of term one)</td>
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**Wednesday 12th December, 09:00-10:30**  
Coffee Morning

### Other Important Dates

<table>
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<tr>
<td><strong>Tuesday 5th February 2019</strong></td>
<td>Refreshers Fair</td>
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<tr>
<td><strong>Monday 11th – Wednesday 13th March</strong></td>
<td>International Festival of Arts and Music</td>
</tr>
<tr>
<td><strong>Tbc (March 2019)</strong></td>
<td>Sabbatical Officer Elections</td>
</tr>
<tr>
<td><strong>Wednesday 15th May 2019</strong></td>
<td>Societies Awards (Part of Celebrating Success)</td>
</tr>
<tr>
<td><strong>Thursday 6th June 2019</strong></td>
<td>Pride of Newcastle</td>
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<tr>
<td><strong>Friday 7th June 2019</strong></td>
<td>Graduation Ball</td>
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Your Union

Newcastle University Student’s Union provides representation and services to all students of Newcastle University. We are run by students, for students. This means we have 6 elected student officers who lead the Students’ Union, sitting on the Trustee Board and Union Council. These officers represent you – not only in running the Union but also within the University and the community, sitting on 30 committees across the University. Elections for these positions will take place at the start of March and any student can stand for any position, so if this interests you, get involved!

Our vision is to have a positive impact on the experience of every student at Newcastle University.

Our mission is to represent, support, develop and enhance the lives of Newcastle University students.

As a society it is important that you demonstrate these values and be aware of how you help the Students’ Union to achieve its mission. The representative structure of the Students’ Union is integral to the success of its societies and as a society officer you should take a keen interest in things like elections, voting and attending AGMs or Union Council. After all, if a motion was submitted that suggested cutting any resources to societies (this is only an example), you need to be there to make sure it doesn’t happen.

For more information see www.nusu.co.uk
Your Officers

Raff Marioni
President

Jack Green
Welfare and Equality Officer

Jonny Hall
Education Officer

Louise Hall
Editor of the Courier

Sophie McDermott
Activities Officer

Maggie Elstob
Athletic Union Officer

Using Your Union

- 52 metre bar, ‘The Venue’ along with ‘Luther’s’ – newly refurbished and renamed.
- 24 hour access computer cluster and social learning space on the top floor.
- Easily accessible offices, Student Advice Centre (SAC) and the Union shop.
- Dedicated sports, societies and volunteering area in the Activities Centre.
- Multipurpose, dividable areas for performances, socials and meetings.
The Activities Centre
The essential list of who you need to know, and what they can help you with; dealing with the day to
day administration of all Societies. You can find everyone in the Activities Centre on level 1.

Activities Officer Hours: 08:00-17:00

Sophie McDermott
Activities Officer
Societies and Volunteering
activities.union@ncl.ac.uk
0191 239 3964

Maggie Elstob
Athletics Union Officer
AU Sports Clubs
au.union@ncl.ac.uk
0191 239 3923

Mark Bennett
Student Activities Manager
Health and Safety
activitiesmanager.union@ncl.ac.uk
0191 239 3977

Emma Moses
Clubs and Societies Admin/Queries
Society Documents
csa.union@ncl.ac.uk
0191 293 3921

Conor Munro-O’Brien
Transport Admin
Health and Safety
transport.admin@ncl.ac.uk
0191 239 3977

Vivienne Miller
Finance Assistant
Finance and Transport
aft.union@ncl.ac.uk
0191 293 3912

Phil Hay
Volunteer Coordinator
GoVolunteer
phillip.hay@ncl.ac.uk
0191 339 3926

Jo Day
Employability and Skills Co-ordinator
CDM, NCL+ Accreditation Scheme, Pride of
Newcastle University Award Nominations
employability.union@ncl.ac.uk
0191 239 3919

Natalie Burlison
Activities Programme Co-Ordinator
Give it a Go
apc.union@ncl.ac.uk
0191 239 3904

Emily Jeffrey
Widening Access Co-ordinator
NUSU into schools, participation bursaries
access.union@ncl.ac.uk
0191 239 3905

Elizabeth Gulliver
Volunteer and Skills Administrator
Careers Development Module
cdm.union@ncl.ac.uk
0191 239 3991

Becky Hammer
Project Development and Engagement Worker
GoVolunteer
volunteerpw4@ncl.ac.uk
General Advice for the Year

I know from experience that you are going to have such a fun year! However, there are going to be some difficult situations too. Here is a bit of advice based on my experiences as a committee member to help you get the most out of your year:

- This isn’t your job! Remember that your studies should take priority so don’t take on unnecessary tasks that could be shared out among the committee.
- At the same time, remember you chose to take on this extra commitment and that a lot of people depend on you. Be organised so you never neglect your responsibilities.

Every Monday I will send an update to every society President, Secretary and Treasurer. This is so important. There will be information about events and deadlines so take a few minute each week to read it. It is your responsibility to pass this information onto your committee and members. I won’t be too pleased if I get questions that could have been answered by reading the update.

Getting your questions answered

Throughout the year you will have questions and I am happy to help wherever I can. However, please bear in mind that there are over 200 societies so if everyone has questions it will take a while to get through them all. In order to get a quick solution think about these alternatives:

- Read this handbook! It has so much useful information which will help you out!
- Check out the website. There is a page dedicated to helping you run your society. There is also the new Societies Hub which offers a forum for discussion and FAQ’s.
- Speak to your committee!

After taking these other steps first, please feel free to contact me either by email, phone or dropping into the office. If I’m not in the office there will always be someone there who can help. The activities office staff are really friendly so don’t be afraid to ask for help. It is so much better to ask than struggle.

*If you want to speak to me it’s best to book an appointment as I am not always at my desk!*

YOU ARE A VOLUNTEER!

Being on a committee is not just fun, it can really help boost your CV! Make the most of the employability services we have in NUSU. Taking part in the ncl+ Award, employability workshops and the Career Development Module will really help you stand out from the crowd in the job market. You might not think what you are doing is important but it is helping a lot of people so make sure you gain credit for it.

Make the most of your Union

We have so many different services available for your society to use. Getting involved will really help enhance your members’ experience. From Give It A Go activities, to Student Council and campaigns, there is something to get involved in. Check out the website for more information. Additionally, follow all NUSU pages on various social media channels.
**Have Fun**

Take time to enjoy this experience. You will be working so hard to help other people have a good time that you might forget about yourself! Take time to look back and reflect on your achievements and enjoy what you are doing.

*Please keep me up-to-date with what your society is up to. I want to attend events and help advertise them for you via social media! You can do this on the Societies Hub. In addition, if you have an event created on Facebook I can share it via the Activities Officer page.*
Using Your Union

Room Booking
Now that you have attended Officer Training, you will have access to the University and Union room booking system. We have a variety of meeting rooms available with the largest ones being the Lounge, the History Room and Venue. There are also many smaller meeting rooms. We also have space available in NUSU Central which is across from Luther’s terrace in the King’s Road Centre. You can use these rooms for classes, talks, socials, with bar, without bar whatever you need to use the space for. We will be able to provide some deals for you as well for your society members. We want to give you the best deal around so just make sure you ask.

All bookings can be made online or at reception. Please contact Debbie Sykes-Waller at ao.union@ncl.ac.uk or Dawn Hathaway at events.union@ncl.ac.uk to book Venue for events. They can help you with the logistics of and costs associated such as tech, security etc.

Your login details for the online booking system will be sent to you by Dawn. Bookings can be made on a weekly basis, but cannot be done in block bookings. You can book a room one month in advance. Room availability can be viewed online at nusu.roombookingsystem.co.uk

Any society stall bookings (either at the front of the building or the cube) must still go through Reception. You do not need to show up in person you can just send a detailed email to reception.union@ncl.ac.uk.

Please make sure you fill out the external speaker form where relevant and follow the prevent guidance available on the website. Failure to follow the correct proceedings may lead to you not being allowed your requested room/event.

Storage of Society Equipment
You may or may not be aware but the Union offers storage space for society equipment. However, the spaces we offer have been left in a complete state the last few years. I understand that this was not you; however as the new committee this is your opportunity to start fresh!

1. In August, skips were on campus, and I will go down and clear out any litter for you.
2. This September, the access codes will change and all societies who wish to use the space will have to sign a new storage agreement contract to get the code.
3. It is then your responsibility to box up, and correctly store your equipment. At the end of term one, anything that is not neatly boxed up and labelled with be thrown away or donated to charity.
4. If there are any issues please email me. There is no excuse for you not being able to tidy up before December.

Storage Room level -2
This is located on level -2 and is accessed by your smartcard. Over summer there was a large clear out, yet still the room is a state. Once you have been given access it is your responsibility to box and label your equipment by the end of term one, or it will be thrown away or donated.
This storage space will be used by those Societies who need access to equipment that will be used in the Venue or on that level. Everything that is stored in this room must be recorded on the sheet on the door. You must keep everything tidy. If things are just thrown in, they may be thrown away! Everyone who has access to the door will need to sign the terms and conditions and stick to the code of conduct. Anything stored there is done at the owner’s risk.

*Cages*

For all other equipment that needs to be stored, there are cages on level -3 where more equipment can be held. The same rules apply as above. You need to ask for a key from myself (Activities Officer) or from Carole in the Ents office on level -2, after first signing the terms and conditions.

*Pigeon Holes*

Each society has a pigeon hole in the Activities Centre on the white shelves. All post you receive will go in here. **You must check them regularly. Important documents will be put in them.**
Welfare, Equality and Diversity in your Society

Newcastle University Students’ Union has almost 200 societies and around 65 clubs... we are, by definition, diverse! The range of activities on offer aims to appeal to every individual person, and events within societies should be reflective of this.

Who you are should never be a barrier to involvement and we need clubs and societies to get behind us on this – everyone should be able to get involved with whatever they’re interested in. Our students come from innumerable different backgrounds, with nearly 25% of our student body being international and we also have various commuter students who may struggle to attend activities without adequate notice.

If you want your society to be inclusive and diverse, then when planning activities, you need to take into account all the different types of student who might want to get involved.

Our aims (and yours):

- Sustain an environment in which all individuals and groups may contribute without fear of discriminatory or unfair attitudes and practices. The Equality Act (2010) defines the following as protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. None of these characteristics should make a student feel excluded or unfairly treated.
- Create an organisation which respects its members, and celebrates the diversity of its membership.
- Eliminate discrimination, harassment, victimisation and any other misconduct that is prohibited by University, and Students’ Union policies.
- Actively engage in University projects to tackle issues on campus – such as the Changing the Culture project to combat sexual assault and hate crime.
- Be inclusive, be friendly, and encourage and welcome involvement from everyone.

By being part of NUSU, each society and club has a responsibility to its membership group. Your actions don’t only affect your members; they affect the membership of NUSU as a whole. On being ratified as a society, you accept this responsibility.

Inclusive Society

Inclusive Society is an accreditation scheme which provides financial support, perks and recognition to encourage societies to become more inclusive and continually develop in this area. The more criteria you meet the more funding and perks that your society will receive. If you believe your society already meets some of the criteria, apply now to receive recognition and funding for your society. If you have plans for next year or are keen to work towards some of our criteria please get in contact with us!
Why should societies be involved?

- Financial reward, amount of which is dependent upon how much criteria is met, to assist with the inclusivity of your society.
- Extra support from the Activities Officer for the duration of the programme, with the aim to guide the society to be more inclusive and meet more criteria in the following year, and in doing so set an example to others.
- Potential increases of society membership as students are aware they are catered for and they are entering an environment that discourages harassment and discrimination.
- Opportunity to be involved in NUSU by running your society through programs such as Give it a Go and Go Volunteer, as well as involvement in community projects for example Leave Newcastle Happy, and Love Living IN, to increase membership and provide a social opportunity.
- Opportunity to be involved in NUSU, society and national campaigns.
- Recognition of inclusive work, in addition to a ‘medal’ the society can be nominated for awards such as Pride of Newcastle.
- Perks across NUSU and the University for your Society events.
- If your society applies and is unable to meet criteria to achieve Bronze, you will be given an opportunity for a 1-2-1 with the Activities Officer to set up a programme with the aim to guide your society towards meeting more criteria and becoming more inclusive.

Criteria

Societies will be measured against 11 criteria, of which if they meet an allocated number of criteria they can be awarded a ‘medal’ and receive financial support and perks.

Bronze = 5 criteria (£25)  Silver = 7 criteria (£35)  Gold = 9 criteria (£45)

How to Apply

1. A member of the society committee should fill out a short application form found on the website detailing which level medal they are going for and how they meet the criteria. It is important you supply sufficient evidence of the work you are undertaking or are planning to undertake.

2. Reviewed by necessary members of staff and/or Societies Executive for approval.

3. Society to receive money.
4. Medal will appear on clubs website and be given to the club for future promotion use.

5. Society would provide a short termly update (bullet pointed) on how they are continuing their good practice. An agreement can take place where a society receives funding despite not meeting the criteria as long as they show they are actively working towards the criteria.

Other Ways to be More Inclusive

- **Activities, e-mails, Facebook posts, tweets, websites, meetings, social events, publications** – these must all be in accordance with the Equal Opportunities Policy, the Equality Act, NUSU’s Zero Tolerance to Sexual Harassment policy and NUSU’s Zero Tolerance to discrimination policy. As an elected member of your society’s committee, you are responsible for ensuring this.
  
  - Please Note: Socials should try to consider all students’ needs, personal, cultural and religious beliefs – your society can NOT explicitly promote ‘Bar Crawls’ or ‘Initiations’ to conform to University drinking policies... opt for Society Nights Out or Welcome Drinks instead.

- Each society committee is responsible for **ensuring activities are accessible to everyone** wherever possible, and that reasonable adjustments are made to cater for people with disabilities - which may not be physical.

- **Questions about accessibility?** The Activities Officer (Sophie McDermott) or Health & Safety Manager (Mark Bennett), who can both be found on the Activities floor of the Students’ Union.

- **Need facts or figures?** The Activities Officer and AU Officer are responsible for monitoring involvement of students according to demographic. They will identify any concerns or imbalances, and work with your society, and appropriate Part-Time Officers, to promote the involvement of all students in all activities.

- **If you feel like you or anyone you know might have been unfairly treated**, have questions about equality and diversity, or want advice on anything related to health and wellbeing within your club or society, you can get in touch with Jack Green, NUSU’s Welfare & Equality Officer (welfare.union@ncl.ac.uk).

We want your society to be as successful as possible, and this means being considerate of all of your members. If you have any concerns about the suitability of any of your society’s events, themes, or anything else, **please get in touch with us**.

Welfare resources available

Within your roles, you may encounter many queries from your members- or even recognise a significant change in behaviours. To support yourself and your members, we offer an array of resources and advice to within NUSU and Newcastle University. As a member of your society committee, many members may feel more comfortable consulting you with any issues and worries, so it is important to understand what you can do to help without it affecting your own wellbeing.

**NUSU**

It is important to know that within NUSU, there are many individuals and resources equipped to support yourself and your members. Follow this link to access these resources (including a flowchart for signposting) [https://www.nusu.co.uk/support/](https://www.nusu.co.uk/support/).

Nightline is one of many resources supported by NUSU, and can offer students a confidential, anonymous support line run by students for any students to talk; from housemate issues and missed
deadlines, to mental health struggles. This is a safe space to talk about any issues! For more information and links to Nightline, visit: https://www.nusu.co.uk/support/nightline/

**Student Advice Centre (SAC)**

The SAC is located on the reception floor of NUSU, and provides information on all aspects of wellbeing; from housing and finance, to mental and physical wellbeing and academic advice, through confidential appointments. If you need any support or advice, the SAC work on an open door policy and appointment schedules. For more information on the SAC, visit https://www.nusu.co.uk/support/sac/.

**Newcastle University Student Wellbeing**

The Student Wellbeing Service, located in Kings Gate, provides information, advice and guidance form a range of student issues; from financial support, to counselling and mental health. This service provides the expert advice and signposting abilities. It is important to note as a committee member you are not expected to provide student advice, but instead aid and signpost to relevant information.

For any additional information or a point of information for your members, visit: http://www.ncl.ac.uk/students/wellbeing/about/

For any sensitive issues within your societies, your Welfare and Equality Officer, Jack Green, and Mark Bennett are a good point of contact for support or any enquiries!

**Mental Health Education for Societies**

*What is mental health?*

Everyone has mental health in the same way that we all have physical health, and it can be good or poor in quality. We all have it; therefore it's everyone's business to understand the basics.

*What is a mental health problem, and why do they happen?*

Mental health problems can occur for a number of reasons, such as when someone struggles to cope with things in their everyday life, or following a traumatic or significant event in their lives. Physical factors such as genetics and hormonal changes can also play a big part. These difficulties can be short term or serious long term conditions - either way, it is important that individuals can seek help and be supported.

There are many different diagnosable conditions of ill-mental health. Some of the more well-known conditions are depression and anxiety. Others include, but are not limited to, personality disorders, eating disorders and depressive disorders. These can occur in isolation or simultaneously and often share some cross-over in symptoms.

A mental illness can manifest itself in a number of ways, and no two people experiencing the same mental health condition will be exactly the same. They may express similar symptoms or have had similar past experiences, but they may have different coping mechanisms. Cultural background and gender also change how someone’s issues affect them. This means it is important to treat everyone as individuals.
1 in 4 people experiences a mental health problem at some point in their lives; it is very common. We all probably work with someone who has a mental health problem.

Symptoms vary depending on the condition and individual, but some common signs of individuals who are experiencing a mental health problem may be: withdrawn, upset, anxious or quiet. They may also look just like everyone else, and are more able to conceal symptoms. Usually the first people to notice a change in a person’s mood or behaviour may be their close friends and/or family. Many people who experience mental health difficulties find it hard to open up about them and so may not want anyone to know. When an individual chooses to open up it is likely that they have been thinking about confiding in someone about it and it has taken them a lot of strength and courage to do this.

**But what can you do? What can your society do?**

You may not know if there is someone who has joined your society that is experiencing difficulties, but that doesn’t mean you can’t help. The main things that you can do are remove any barriers that may prevent people from participating; create a friendly and welcoming environment and treat every individual with care and respect.

**It’s important to understand and accept that some people feel that they cannot participate in some activities e.g. someone with an anxiety disorder may not be able to go to crowded places.**

Another example could be that an individual with an eating disorder finds it difficult to attend social events that involve food and drink, therefore mixing up social events and doing different things each time or suggesting that a person can choose to come to all or some of the socials may make it easier and they don’t feel pressured to have to come to all of the events. Your society can help by offering a wide range of activities to suit everyone. The next tip of course is to **try and involve all of your society members in activities, but never force anyone. Encourage participation and interact with your members.**

If you are aware of someone’s difficulties, always remember that they are not defined by their condition. If that person is comfortable talking to you, you could **ask what you can do to make them more comfortable** or just provide a listening ear. Don’t assume support that they need. They may have been dealing with their mental health difficulties for a long period of time. It is important that you approach them with a friendly and non-judgemental attitude. You may think that because you don’t know or understand a lot about mental illness that you cannot help – on the contrary; it isn’t about understanding; it’s about showing them that you want to understand. Make them feel as welcome as your other members and do not treat them differently. Being a friendly face and making an effort to make your members feel comfortable are small ways that you can help. **Don’t focus on what a person can’t do, but what they can do.** If you’re unsure about how you can help, seek advice from the Welfare Officer in the Society if you have one.

The important thing is that you recognise the individual and their condition as a secondary element to them – their condition does not define who they are.

If your society feels quite strongly about supporting and raising awareness of mental health, you can also get involved with welfare campaigns run by the Welfare & Equality Officer or with Mind the Gap. It is important that you know the limits of your responsibility, and know when to pass on responsibility to somebody who is more qualified.
Common myths about mental illness:

“If you have a mental illness it means you’re crazy”

Not true. Mental illness is common, and often goes completely unnoticed. Conservative estimates suggest 1 in 4 people in the UK will experience some form of mental illness at some point in their lives. The majority of these people live and work like anyone else – in fact it’s very likely that a few of your friends cope with mental illness, although they may not talk about it.

“If someone has a mental illness then it is their fault!”

It is really unfair to blame someone for their mental illness, as it is thought that it can be caused by a variety of factors including genetics, hormonal imbalances, environmental stressors and psychological trauma. These factors also play a role in contributing to physical illness – so if a person had a physical illness due to these would it still be their fault?

“Only people who are weak ask for help”

It takes a lot of courage to admit that you need help for a problem and ask for the support you need in order to get better and recover.

“People with mental health problems are violent and dangerous towards others”

This is an extremely damaging myth that propagated from media which portrays people with mental illnesses in a negative and unfair way. Studies show that people with mental illnesses are more likely to be victims of violent crimes than be the perpetrator. Only a minority of violent crimes are committed by people with mental illness.

“People with mental illness are incompetent and are incapable of coping with their studies”

This one is a little difficult. People who have or have had mental health illnesses can lead perfectly normal, functional and productive lives, and sometimes having the structure required as part of a degree can help a person on their road to recovery. It is important to remember, however, that mental illness can affect studies, and that anyone who needs help coping because of their mental illness should be given the same level of respect and support as someone who was struggling because of a physical health issue, or a learning difference.

Students with disabilities on behalf of Student Wellbeing

When you are organising societies, clubs and events please try to be as inclusive as possible. Make it clear in publicity that disabled students are welcome and offer the opportunity for students to share information about their requirements, e.g. accessible room needed. How you promote your events needs to be accessible too. If you promote your event on a website check it is accessible and compatible with the range of specialist software which disabled people use to access computers. Use large font size in a clear style such as Arial and use a good contrast for text and background on all your printed materials.

Try to hold events in accessible venues, make sure that people can hear OK and try to ensure that people get the chance to take regular breaks, e.g. a student with diabetes may need to eat and check their blood sugar levels at regular intervals. It may be useful for some students to have a named person to contact/ask for on their first visit to a society or club. Please remember that the vast majority of “disabilities” are unseen so you can’t tell by sight if someone has, for example,
Diabetes, Chronic Fatigue Syndrome or mental health issues but they may still have additional requirements to consider.

If you need any help or advice at all please don’t hesitate to contact the Student Wellbeing Service.

**Student Health & Wellbeing Service**

The Student Wellbeing Service provides information, advice and guidance on a wide range of student support issues. This support has been designed to enable students to maximise their potential whilst at University. The service provided is confidential and available to all students registered at Newcastle University. The Student Wellbeing Service is located in King’s Gate and provides support in the following areas:

- Financial Support
- Counselling and mental health
- Disability
- Specific Learning Difficulties
- International Students
- Faith
- Health Information and Services
- General Wellbeing
- Sport

If you feel any members of your society need help in any of these areas please direct them to the service.

We are closed on bank holidays and during the University Christmas closure.

The service we provide is free and available to all students throughout the year, at any time during their University career.

*How to contact us:*

Call into King’s Gate

**Tel:** + 44 (0) 191 208 3333

**Enquiries:**  [www.ncl.ac.uk/enquiries](http://www.ncl.ac.uk/enquiries) (Prospective students and NCL staff)

[https://my.ncl.ac.uk/students/enquiries](https://my.ncl.ac.uk/students/enquiries) (Current students)

**Web:**  [www.ncl.ac.uk/students/wellbeing](http://www.ncl.ac.uk/students/wellbeing)

Remember, it is not necessarily your responsibility to deal with a lot of these issues. But, if approached, you as a committee member need to be able to sign post any member of your society who has a problem towards the appropriate support service that will be able to help them.

**Inclusive Newcastle**

Inclusive Newcastle provides a wide range of sporting services on and off campus to remove the barriers you may face to participate in sport and physical activity. Working closely with local clubs and organisations our inclusive sporting programme is aimed at all abilities and includes the delivery of para-sports, a qualified support team and the opportunity to be active with one of our student
sport volunteers. Even if you just need a bit of extra support, assistance or reassurance to get involved, talk to us – we’ll listen and work to get you active.

Email: inclusive.union@ncl.ac.uk

**NUSU Participation Bursaries**
The NUSU Participation Bursary is a cash refund of £200 to cover the costs of joining a sports club or society for *Stage 1 UK undergraduates*. Bursaries are allocated on a first-come, first-served basis to students who may experience a financial barrier to participating in activities. Students are considered on the following eligibility criteria (if oversubscribed then the bursaries will be awarded to students who meet multiple criteria):

- The student’s home address is in an area of low progression to higher education.
- The student receives an Opportunity or Promise Scholarship from Newcastle University.
- The student has experienced local authority care.
- The student is a recognised young carer.
- The student has a disability or long-term health condition.

Applications for the bursary will close at midday on November 9th 2018 and bursaries will be awarded to all eligible students in the form of a cash refund in November. Please note that the above criteria may require evidence attached to the application.

Please do spread the word about the bursary scheme to your new potential members, especially at Clubs and Societies Fair. Many students are concerned about the overall cost of joining a club or society so this should go some way to support those from the most disadvantaged backgrounds.

For more information about the eligibility criteria and the amounts available to claim, visit [www.nusu.co.uk/participation](http://www.nusu.co.uk/participation), email Emily Jeffrey, widening access project worker at access.union@ncl.ac.uk or pop into the Activities department in the Students’ Union to discuss.

**NUSU Into Schools**
NUSU into Schools is a student-led outreach scheme at Newcastle University Students’ Union aiming to get members of clubs and societies into local schools to develop and deliver exciting workshops and activities to showcase the huge variety of activities ran by the students here at Newcastle to pupils and inspire them to consider applying to university in the future.

Examples could include: A sports club running a PE lesson, journalists from The Courier helping pupils write for the school newspaper or NUTS putting on a performance workshop. All travel and accommodation expenses will be paid for and training will be available for those going out into schools.

Applications for NUSU into Schools will close at 10am on Monday, 6th November, with training and development of your ideas taking place in November. Following this, visits to schools will take place in both Semesters 1 and 2 at a time that suits both you and the school. This is great opportunity to gain classroom experience, improve your communication skills and enhance your employability.
So get thinking about some extraordinary ideas and **please do circulate information about the scheme to your members**. For more information visit [www.nusu.co.uk/schools](http://www.nusu.co.uk/schools), email Emily at [access.union@ncl.ac.uk](mailto:access.union@ncl.ac.uk) or pop into the Activities department in the Students’ Union to discuss any ideas.
Society Events

Clubs and Societies Fair
The Clubs and Societies Fair (also known as Fresher’s Fair) is the perfect chance for you to speak to students about what you do and gain members for the year. You will never again be faced with that number of students, all keen to get involved and make the most of their time at University.

Please remember, though, that there will be over 200 clubs and societies at the Fair and it can be pretty overwhelming, so keep your information simple and do not intimidate Freshers! The table costs your society just £5, which will come out of your society account after the event.

This year we will have a local coffee vendor selling coffee and donuts outside the sports centre to incentivise students to come down, and to keep you all happy and hydrated while manning your stalls!!

Sunday 23rd (Set up 09:00-10:00), Monday 24th and Tuesday 25th September, Sports Centre.

The fair will be three days again this year, 10:00 - 16:00. A sign up form was sent out over summer and the fair is now fully booked.

Some guidelines for Freshers Fair:

- Stalls cost £5 and the money will be taken directly from your members account. Failure to turn up on any day, unless previously stated, will result in a fine of £20.
- Each day 10:00-11:00 is easy access for students with disabilities and those who require extra support - no music can be played at these times.
- You can set up from 09:00 on Sunday 23rd September. You must be fully set up by 10:00 on Sunday or you will have to leave. Although there aren’t as many students during the 10:00-11:00 slots they are still interested in joining clubs and societies so deserve the same experience as everyone else.
- Only 3 people representing each club or society will be allowed at the fair at once.
- You are only allowed to flyer and put up posters in the rooms themselves, anyone seen flyering in the corridors or on the stairs, or any posters found in these areas, will be asked to leave.
- There is no guarantee of electricity. Please keep this in mind when planning your stall.
- Think about what will make your stall stand out. Use posters and banners, photos from events, give away freebies - maybe bring sweets to give to people you speak to!
- NO ALCOHOL IS PERMITTED.

Refreshers Fair
This is the second round of Clubs and Societies Fair, for those who still want to get involved, but missed the opportunity in Freshers. This will allow you to have another push at getting more people involved in your society. Any society can apply for a table and have the opportunity to perform and show off what your society does.

Tuesday 5th February 2019, 10:00-16:00
AGM (Annual General Meeting)
Wednesday 3rd October 13:30 – 16:00, Curtis Auditorium.

This is held to make changes to the Societies Constitution, and to elect the new societies executive committee. Being on exec means having an influence over how much grant money is given to each society. It is a position of great responsibility so start thinking now about whether this would be a position that interests you! Meetings will be on Mondays during the term, usually every 2-3 weeks.

The positions available are:

- Secretary
- Course and Careers Rep
- Hobbies and Interests Rep
- Religious and Cultural Rep
- Representative Committee Rep
- Volunteering and Fundraising Rep (also sits on Volunteering, Employability and WP Committee)
- General Interest Rep
- New Societies Rep (ratified within the last 12 months)

Each candidate standing for a position on the Societies Executive will present their manifesto to you. After you have heard from each person, you will then cast your votes. It is very important as it directly influences societies.

Your Society will be given two votes for each position.

You can only apply for the role your society fits into. Applications will open at officer training and close on Monday 1st October 17:00.

Two committee members from each ratified society (it doesn’t have to be the exec, so if you are unable to attend please pass this along to others on your committee) must attend the AGM, and if you are unable to attend please send me any apologies by 17:00 the day before. If I do not receive apologies from your society your initial grants will be cut by up to 50%.

Why get involved with Societies Executive Committee?

It gives you an invaluable and fun experience if you are interested in societies and is a great way to get more involved with the Students’ Union. It will look fantastic on your CV as you will undoubtedly display various skills that graduate employers are specifically looking for. This could give you a massive advantage over the rest of your peers.

How do you get involved?

Any society officer is eligible to stand for positions on Societies Exec. To ensure a broad spectrum of societies represented, each society can only nominate 1 member to be on Societies Exec.
The committee will meet fortnightly (always on Mondays) during busy periods when there are a lot of grants to discuss so please make sure you will be able to commit fully and attend all committee meetings. At other times meetings will be every three weeks.

You must submit your nomination by email stating your name, society, role on committee and position you are going for to generaloffice.union@ncl.ac.uk with ‘Societies Executive Nomination’ in the title.

Deadline for nominations is **Monday 1st October at 17:00**.

For any more information regarding this role, which is really a great opportunity, read over the Student Societies Constitution which can be found online or contact the Activities Officer.

**Society of the Month**

Each month one society will be awarded with the accolade of Society of the Month as well as a monetary prize! Nominations will be sent to me via a form which will be on the NUSU website in the Society Hub.

The deadline will be the last day of each month, with the winner announced within a week later. This society will be mentioned in the weekly email and on the NUSU website.

If you think your Society deserves to win make sure you nominate yourself - don’t be afraid to share your achievements. No matter how big or small I want to hear about it! This can be for absolutely anything. Examples could include; you hosted a really successful event or helped with a campaign or raised a certain amount for charity, massively increased your membership or did something to make your members feel especially welcome.

**Coffee Mornings**

At least once a month there will be a coffee morning with free tea, coffee and biscuits hosted in **The Lounge, NUSU**, to offer society committees support and the opportunity to ask me any questions face to face. Each session will run from **09:00-10:30**.

Dates for Term One:

- Wednesday 26th September
- Wednesday 31st October
- Wednesday 28th November
- Wednesday 12th December

**Celebrating Success Awards + Pride of Newcastle University Awards**

**Societies Awards:** **Wednesday 15th May 2019**

**Pride of Newcastle University Awards:** **Thursday 6th June 2019**

The annual competition season celebrates and rewards the achievements of Newcastle University students in a broad range of extra-curricular activities. The Celebrating Success Awards take place at
NUSU in May (which includes the Societies Awards) and at the AU Ball, with winners from various categories being put forward to the Pride of Newcastle University Awards, where there are large cash prizes on offer and awards given out at a high profile event at the Civic Centre.

The Societies Awards form part of the Celebrating Success series, and I highly recommend nominating your society, yourself and other members for all the work you’ve done throughout the year for some of these awards.

Final award categories will be confirmed later in the year, but last year we had:

- Society Contribution to the Community
- Society of the Year
- Best Departmental Society
- Best Fundraising Event
- Best Inter-Society Collaboration
- Best New Society
- Best Performance Event
- Best Society Campaign
- Best Society Event
- Individual Award for Outstanding Contribution to Societies
- Most Improved Society
- Society Contribution to Global Campuses

Selected Societies Awards winners (along with other Celebrating Success Awards winners) are put through to the Pride of Newcastle University Awards, which forms a ‘best of the best’ of student activity at the end of the year. These winners will become the nominees, all invited on the night and all eligible for all the Pride categories.

Nominations open in February, and the closing date will be during the Easter break, so bear this in mind through the year if you have a particularly good event, committee, volunteer, or just a great year!

This is a fantastic opportunity to showcase just how great your society is. Be sure to utilise this chance as you could end up being shortlisted to attend a glittering awards ceremony, winning an impressive award which looks great on your CV and puts yours society in with a chance of winning £250!
Involvement in the Union

Give it a Go

www.nusu.co.uk/giag

Give it a Go is an activities programme running every week during term time giving all Newcastle University students an opportunity to try new activities! We run a variety of events from cocktail making and horse riding, to trips to other cities, to fun days out like go karting and theatre shows. The sessions are heavily subsidised by NUSU, so are cheap or free to attend. Last year, over 4500 students participated.

For societies, GIAG is a great opportunity to showcase what your society does, and gains you campus wide promotion, funding to run the activity, and hopefully some new members! If your club or society would like to be involved in running and organising a GIAG activity, get in touch now!

Spaces are available in Term 2, but book in fast. To take advantage of this, email Natalie at apc.union@ncl.ac.uk with your society name, and the details of your trip/activity ideas, including costs.

Campus Leagues

A weekly recreational programme with a wide range of sports to choose from. Students of all sporting abilities are encouraged to participate in the programme which is perfect if you enjoy playing in a friendly environment with some competition.

- 5-a-side Football
- Netball
- Table Tennis
- Badminton
- Touch Rugby
- Indoor Cricket
- Basketball

Email: inclusive.union@ncl.ac.uk

Campus Sport Tournament

Why not enter a team and represent your society in our annual sports tournament with all sports taking place over one weekend. Sports included:

- 7-a-side football
- Netball
- Mixed Hockey
- Dodgeball
- Rounders
- Badminton

Current champions: Mechanical Engineering

To find out more information or to register a team, contact inclusive.union@ncl.ac.uk
International Festival of Music and Arts
Monday 11th March – Wednesday 13th March

It is an extravaganza of dance and song from around the globe. It will hopefully encompass all sorts of events from performances, comedy, dance and music. It is a fantastic event to be part of and will hopefully be bigger and better this year!

We want societies to showcase their talents so please get in touch with the Activities Officer about performing or running workshops throughout the festival, and performing in the final night showcase, or alternatively with help running the evening.

More details to follow but make sure you keep the date free!

Go Volunteer

Go Volunteer is NUSU’S team of nine staff dedicated to volunteering, employability skills and widening access. We support students at Newcastle University to find the perfect volunteering experience. Whether you would like to develop your skills; lend your expertise; help a fantastic cause; support the local community or simply meet new people, through our range of unique projects and local network of over 200 charities and community groups, we have the opportunity for you.

Our opportunities range from student led projects such as growing fresh produce at Cockle Park Farm to learning beer science with our Microbrewery, Stu Brew; assisting refugees develop their English language skills and through to helping disadvantaged communities. We have over 150 projects to choose from, varying from one off, to long term opportunities, allowing you to tailor your volunteering experience around your timetable.

You can even apply for one of our grants of up to £1,000 to set up your own volunteering idea or project, with support from our team

How can we help your society?

- Help you to organise and deliver micro- volunteering opportunities as taster sessions for your society.
- Funding – if you have an idea for a new volunteering opportunity you can apply to us for a grant of up to £1,000. If successful our staff will support you to develop your idea.
- Wealth of knowledge and experience – we have hundreds of contacts in the local charitable and voluntary sector and years of experience in developing and delivering diverse projects.
- Team building – perhaps you would like to organise team building activities to develop relationships in your society? Volunteering is a great way to do this whilst helping the local community.
- Develop your employability skills through our six workshops which include practical project management; conflict resolution and teamwork.
- Develop your professional contacts with the local Voluntary, Community and Social Enterprise sector.

For further information about our projects and opportunities please visit:
https://www.nusu.co.uk/govolunteer/
Email: govolunteer.union@ncl.ac.uk
Tel: 0191 239 3926

Feel free to drop us a line to arrange a chat. We are located on the first floor of NUSU.

Facebook @nclgovolunteer
Twitter @nusugovolunteer
Instagram @nusugovolunteer

Why Volunteer

Develop employability skills

From management and leadership through to teamwork, planning and problem solving, our projects can help you develop a range of tangible skills and experiences that will help you stand out in today’s competitive job market.

Get sociable

Meet new people and try something new. We offer volunteering opportunities that enable you to interact with people from different countries and walks of life, helping to develop your understanding of other cultures and experiences.

Relieve stress

It’s flexible

It’s free

Employability...what’s it about?

You will find the word ‘employability’ bandied about a lot, but what does it really mean? Well a lot of things really, but it’s essentially about your ability to deliver and demonstrate the key skills required to succeed in the workplace.

Academic achievements are often only part of the puzzle and employers want employees and graduates to have skills that help them to be ‘work ready’. What are these skills and how can volunteering help you develop them?

Leadership – whilst there is no one dictionary definition and there are different styles, leadership is essentially about providing a strong sense of direction, be to a small group, a team or a large company

Management – ability to coordinate multiple resources and make decisions

Communication – not just about speaking, but your ability to listen and present yourself to others

Planning – being able to organise to activities or your workload to ensure all resources are coordinated and delivered to a deadline

Teamwork – working with others and understanding the different strengths and weaknesses that exist within a group of people
**Problem solving** – ability to think creatively to solve an issue that may pop up unexpectedly

These are just a few examples. Volunteering can easily help you develop these skills and can also give you valuable opportunities to talk about how you have put these skills into practice, something which crops up time and again in job interviews.

You may have developed your own project, or perhaps taken the lead in managing one, delegating different duties to a team, perhaps you planned dates for activities, recruited additional volunteers, or assisted in marketing by drafting a press release or coordinating social media. The list is endless and there is an opportunity suited to the skills you would like to develop.

Register your interest:

Contact us and let us know the skills you want to develop. We have project coordinator roles for existing projects as well as marketing coordinator positions for a variety of opportunities.

**NCL + Award Accreditation Scheme**

NUSU runs a scheme for all volunteers – which include club and society officers and members. This programme will allow you to get your position of responsibility listed on your degree transcript (HEAR), and develop confidence using this experience in interviews and job applications. It validates your role from both NUSU and Newcastle University to future employers, and the two short workshops give you the opportunity to better articulate the skills you are developing through your officer position.

All you need to do to gain the accreditation is to do the job you are already doing – i.e. you must have been democratically elected, attend officer training, serve a full academic year etc, and then attend a short workshop in terms one and two, plus submit one single short document at Easter reflecting on your skill development throughout the year – that’s it!

Jo Day (Employability & Skills Coordinator) will be sending emails out with instructions on how to sign up, or you can directly visit the Employability Section of the NUSU website. www.nusu.co.uk/volunteering/employability/training/

Any questions, or for other ways to make yourself more employable and access skills training online or at workshops, email Jo on employability.union@ncl.ac.uk

**ncI+ Advanced Awards**

If you have already completed or are going to complete the ncl+ Award this year, our Advanced Awards will help you push yourself further, gain valuable skills and knowledge and build key contacts which could help your future career.

Advanced Awards this year are likely to include:

ncI+ Advanced Award in Project Management

ncI+ Advanced Award in Communication

NUSU ncI+ Advanced Award in Leadership (Chartered Management Institute accredited)
NUSU ncl+ Advanced Award in Career Preparation

Ncl+ Advanced Award in Digital Storytelling

More info here: www.nusu.co.uk/volunteering/employability/training/

**Employability Workshops - open to all!**
A series of ‘pick & mix’ skills workshops open to any student wanting to improve their chances at interviews/applications for jobs. All the skills are specifically chosen as they are exactly the type of competencies employers demand evidence of when recruiting. Boost your chances of gaining your ideal job by working on these with us! Workshops for 2018/19 will include self-awareness, resilience and more.

The Autumn Term workshops will take place in November, please contact Jo Day, Employability & Skills Coordinator with any questions, and check the Employability section of NUSU website. Coming Soon!

**Online Learning**
Online learning workshops to help you get a grounding in employability skills like leadership, project management and more – launching at NUSU later this year.

**Career Development Module**
The Career Development Module (CDM) is open to students who have optional modules, and who volunteer either in the Union or the local community. If you undertake one of the following roles, you could use it as part of your degree!

- Society/Club President, Secretary or Treasurer*
- Part-Time Officers
- Courier/NSR/TCTV editor/lead
- Go Volunteer project leads
- Volunteer in the community for 3-5 hours per week
- Any many more roles!

*other roles will be considered on a case-by-case basis

It is a way for you to gain academic credit for all the hard work that you do in your volunteering. Students are assessed on the employability skills they gain whilst carrying out their role.

**How do I sign up to take part in this 20 credit module?**
Come into Go Volunteer and speak to Liz or Jo (cdm.union@ncl.ac.uk), ask your School Office or DPD if your course allows CDM, or jump on our website here – www.nusu.co.uk/cdm
Running your society

Documents
All handover documents for the academic year 2018-2019 should have been handed in. If you have any outstanding documents you will not be given a space at Fresher’s Fair and the Activities Officer reserves the right to take away your table if the documents have not been completed.

Please ensure you set aside time in Term 2 or 3 to elect a new society committee and that all documents are handed in for the following year before you leave. It is your responsibility to lead a smooth handover of committees.

These forms make sure that your society will be covered under the NUSU’s regulations, that we have your details if anyone needs them and have information if any students are interested. We also need to know if there will be any health and safety risks when students join your society. All templates of the documents can be found online at www.nusu.co.uk under ‘Running Your Society’ and then ‘Handover Documents’

If we don’t have your handover documents by the end of term three then we have no way of contacting your committee and you may miss out on important information such as Fresher’s Fair sign up. I know this happened with a lot of societies this year.

You must hand in the first 1-7 forms listed under this heading, and may keep forms 8-9 within your society.

Society Constitution
This is a document that will set out the aims and objectives of your society and will prove that it’s available for all students here at Newcastle, as well as checking that it is different to other societies already set up here.

“To assist future Committees in the production of a Constitution that outlines their duties, responsibilities and guidance’s which members are expected to abide by”, this document will set out the rules of the society, and you are welcome to deviate from the template – this is just the place to start!

Society Information Sheet
This provides the information that will go on the website. It includes a brief description of your society’s activities, the meeting days, times and venues, the society contact details and the risk level, which can be found in the NUSU Activities Safety Policy. It also requires a brief description of what the members can expect for their money.

Society Officer Contact Details
This provides the Union with the contact details of the committee, so they know who to contact in any instance.

Safety Policy
You must create this yourself using the Activities Safety Policy.

In order to help ensure the safety of your future members we ask each society to produce a health and safety policy. This highlights what the safety arrangements will be for all your activities. Please
speak with the Student Activities Manager, Mark Bennet, for more information and guidance. You can email him at:

activitiesmanager.union@ncl.ac.uk

Safety Policy Receipt
This is to state that you, and one other member of your exec, have read and understood the Activities Safety Policy, and that any procedures relevant to your society are implemented accordingly.

“I acknowledge receipt of the NUSU Activities Safety Policy and I will ensure that all guidance and procedures contained in this policy that are relevant to our Club/Society activities, are implemented and followed by all Club/Society members and officials”.

Risk Assessment Template
Each society needs to complete a detailed risk assessment to show they have given some consideration to what hazards are involved in their activities, and how these will be controlled. Please speak with the Student Activities Manager for more information and guidance (see details above).

Bribery an Finance Proforma
NUSU and the AU specifically have an on-going problem with bars, clubs and promoters being associated with and sponsoring clubs and societies. Several social secretaries/committee members are entering into sponsorship deals where money paid is dependent on society members attendance at a particular bar or club; this may be as stringent as going every week to a certain bar and spending a certain amount of money at that venue.

This raises several moral questions including whether or not there should be any link between joining a club/society and having to attend and drink at bars and clubs, this culture putting some students off sports or societies altogether.

For these reasons it has been decided by elected representatives to pursue a policy of eliminating sponsorship deals linked to bars and clubs altogether to protect the sports clubs, societies, the integrity of their committees, and the reputation of the NUSU.

Once these are all completed and handed in to the Activities Officer they will be put online so that students can purchase membership. Once you have 15 members your society will go to the Societies Exec to be ratified. See more details in the next section. Once your society is ratified you will be a fully-fledged society, affiliated to the Union! This also means you can start receiving grants.

Transport
Please refer to the “Transport Guide” and “Guidance for the Safe Use of Vehicles” on NUSU website for full details about transport arrangements and requirements; however see below for a brief overview:

Coach Bookings – hire someone to drive you
Contact: Conor Munro-O’Brien
E-mail: transportadmin.union@ncl.ac.uk
Phone: 01912393992
• To receive a quote fill in a “Coach Quote/Booking Form” and send to Conor. The Treasurer must sign the “Coach Quote/Booking Form.
• Vehicle sizes include 16 seats, 24 seats, 33 seats, 49 seats and 53 seats.
• Once you have received your quote, please confirm whether or not you wish to book the coach.
• Please note that there must be sufficient funds in your account before a coach can be booked.
• The coach is supplied by an external company, so we would advise that you book as early as possible to avoid disappointment.
• Please remember to register your trip information on the NUSU website, including full names of individuals travelling using the online form “Register a Trip”.

Vehicle bookings – member of club/society drives vehicle
Contact: Conor Munro-O’Brien
E-mail: transportadmin.union@ncl.ac.uk
Phone: 01912393992

• To book a vehicle complete a “Vehicle Booking Form” and submit to Conor in the Activities Office, 1st Floor. Vehicles need to be booked at least two weeks before the transport is required.
• All drivers must be registered and authorised with NUSU each academic year.
• To register as a driver, complete and submit a Driver Registration Form and Driver Questionnaire (available online or in the Activities Office) together with your photo card licence (and paper counterpart where applicable) for copying. This must be done at least two weeks before you wish to drive.
• Once your application has been processed, you will receive an e-mail to confirm your registration.
• Drivers who wish to be considered to take the Union’s minibus driving test must be aged 21 years and have had a full UK driving licence for at least two years.
• There is a waiting list for minibus driving tests and therefore forms must be submitted at least four weeks before you wish to drive.
• Please remember to register your trip information including full names of individuals travelling using the online form “Register a Trip”.

Please note that it is NUSU Policy that the consumption of alcohol is not permitted in any vehicle insured by us. It is an absolute rule that a driver does not consume any alcohol during or in the period before driving on any journey. Since blood alcohol levels should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must never be consumed in the 8 hour period prior to driving.

This will also be communicated to all registered drivers.
Grants

There are 2 grants you can apply for as a society: Initial and Special Grants. All the forms are on the website in the societies area, under ‘Apply for Grants’. You must word process these and hand them in by the deadlines below.

Before you apply for a grant you must have:

- Handed in all 7 handover document.
- Attended Society Officer Training.
- Attended Society AGM.
- Be a ratified society.
- Have 15 members (including 3 exec committee members). You can apply for a grant before this, but you will only have access to it once you have 15 members.
- You are only allowed to spend your grant on what is stated on your form, so I encourage you to put everything on these forms in as much detail as possible.
- The grants you receive must be spent before the last day of the year, or by the deadline (for Special Grants) given by the Society Exec. Any remaining amounts will not roll over to next year.

Initial Grants

The Activities Officer, with the approval of the Exec, allocates an initial grant at the beginning of the year. This will depend on the number of members you have by a set deadline, normally just before the first Exec meeting. This money is different to your members account (which you can spend on anything and claim back) as it can only be spent on certain things (i.e. not food and drink, clothing etc.). More details can be found on the form, which can be found online on the Societies page of the website.

Deadline for Application: **Wednesday 3rd October, 17:00**

Deadline for Membership: **Sunday 7th October, 23:59**

The application form can be found online on the NUSU website, under Societies, “Apply for Grants”. You must then submit this form in an email to the Activities Officer with the subject title “Initial Grant Application *insert society name*”. You will be awarded a set amount of money for each student who is a paid member of your Society. You do not need to provide member numbers as we will have those.

This then allows a set amount of money for every member that has signed up by the deadline. Members can still sign up after the Grant Deadline make sure you reiterate this!

Grants will be decided at the first Society Exec meeting held on **Monday 8th October**.

Special Grants

Deadline for Applications: **Wednesday, 17:00**, before Exec Meeting (see table at beginning).

This is a grant specifically for any special projects your society may want to undertake this year. You do not have to apply for a special grant, but if you are a new society this is a great way to get a bit of extra funding to set up your first big event. There is not a specific deadline as such for this grant, as
applications will be open all year, and at each Exec meeting applications will be read and the money awarded by the elected panel. You must hand in the form the Wednesday before the Exec meeting on Monday by 17:00 or you application will roll over to the next one. You could be given up to £2,000 for an event! Be mindful however, as money is given on a first come first served basis so as soon as you know which event you want to put on, get your form in.

The application form for this can be found under Societies, “Apply for Grants” on the website, and is more detailed than the initial grant form. You must then submit this form in an email to the Activities Officer with the subject title “Special Grant Application *insert society name*”.

This is for a specific event, so you must give details on the event, and importantly how it will be beneficial for your members.

Please note, only Initial Grants will be allocated after first Societies Exec, as there will be so many to allocate. Special grants will be allocated at the next meeting which is Monday 15th October, and then throughout the year.

*It is important to also note that unlike your members account, money in your initial grant account and special grant account will not roll over to the next year, so you are encouraged to spend this first.*

**Sponsorship**

Companies are eager to sponsor societies in order to get their name and logo better known amongst students. Write up a sponsorship proposal but make sure we at the Union have checked everything before you sign a contract. Remember, you cannot be sponsored by any bars or clubs.

You have more power than you think; they need you far more than you need them, so remember your worth!

External Sponsorship is a great way of gaining both extra revenue and extra resources for your Society. If you are going to be sponsored you must obtain an agreement. This should be submitted with a “Sponsorship Form” to the Activities Centre. Before this agreement is signed or any commitment is made, it must be given to the Activities Officer to be checked.

A Sponsorship Proposal can be sent to companies.

1. What to write in a Sponsorship Proposal:
2. What your Society is about and what you do
3. What the company would gain from Sponsorship of your Society
4. How much you are expecting from the company
5. How much this will cost the company - don’t be unrealistic, expect to barter
6. Sponsorship doesn’t always have to be money – discounts on goods or support can be just as valuable
7. Your contact details
Promote Your society

Website
As mentioned before this is your haven, really use it to its full potential. With features that can link to Facebook and Twitter and resources at your fingertips, it really is there for you to do your best. Whilst it contains lots of information for you, it also needs lots of information from you.

Email Emma Moses at csa.union@ncl.ac.uk to post things up including society logos/photos, direct links to your website or Facebook/twitter.

Society Hub
You can also fill out a form to get any events you have put on the Society Hub, which can be found under Societies on the website.

Events
Once you are ratified you can attend events such as Fresher’s Fair (September) and Refreshers Fair (February) which are great ways to find new members.

Posters with the Students’ Union
The Students’ Union is now a poster-free building.

We now have notice boards in the Union upon which posters for events can be displayed. These need to be signed off by one of the Officers. If you speak to reception they will be able to direct you to whoever is in. If there are any posters that aren’t signed by an Officer they will be removed.

However, there is the opportunity to use our digital plasma screens. These are really engaging and are placed all around the union building. People will not miss your event if they are on these. If societies want to display digital posters in the SU, simply email digitalmarketing.union@ncl.ac.uk with the file attached. This year I would really like to encourage societies to produce showcase videos that can be shown across the digital screens.

If you would like hard-copy posters displayed in other areas around campus, take the posters to the Marketing department in the SU and they will stamp and distribute them for you.

Society Email Address
The best thing for societies when sending emails is to use a Society email address and not your personal email addresses. By doing it this way your email address shouldn’t get spammed, or full and no emails should get lost or confused – but make sure you check your emails regularly as this is the main mode of contact for the Officers and your members. All emails that you will receive from me will be sent to the president, treasurer and secretary.

Hoodies
They are great way to get recognised on campus by lots of student, and they are something great to remember your time with.
The Courier

The Courier, NUSU's weekly student newspaper is a great way for your committee to reach students and make them more aware of your society and its events.

The Courier reaches approximately 12,000 students every week through its printed publication, and even more students through online content.

Our redesigned Whats On page will offer a succinct overview of events and activities happening on campus, so if your society has an event coming up that you'd like people to know about, we'd love to publicise it in this section.

We are also very keen to write about society events in our news section, so if you have an article idea you'd like to pass onto us, or even one you'd like to write yourself, get in contact at: editor.union@ncl.ac.uk, or feel free to pop into the Courier office on the first floor of the Students Union for a chat.

Editor Email: editor.union@ncl.ac.uk
News Email: courier.news@ncl.ac.uk

NSR (Newcastle Student Radio)
NSR is a great way to interact with students of Newcastle and provides a valuable method of advertisement. They can provide a variety of advertising methods including on air promotions, website promotions and event promotions. NSR are also open to working with Societies on big events and we’ll help you run NUSU nights and cultural activities. Everyone’s welcome, no previous experience necessary!

Contact: nsr.stationmanager@ncl.ac.uk.

NUTV
NUTV is the TV branch of student media. As well as producing regular content on their YouTube channel and Facebook page, they often get involved with societies to help them produce video-based content for any event. It’s well worth giving them a shout if you’ve got something planned now, bearing in mind the turnaround time will be a lot longer than the other branches of student media.

Contact: nutv.stationmanager@newcastle.ac.uk
Contact: nutv.production@newcastle.ac.uk
Finance

Accounts

Members account – Any balance brought forward from last year, Sponsorship, Membership Payments, Website Product payments and all Society Income over the academic year. This money can be spent on anything for the benefit of Society Members.

Grant account – This can be spent on anything except food and drink and only a maximum of 25% of the total grant amount may be spent on social events.

Special Grant Account – This can only be spent on the items it was awarded for and again not on food and drink or social events.

Grant totals will be shown at the top, followed by any expenditure from the Grant Accounts. Any monies left unspent in the Society Initial Grant and Special Grant Accounts at the end of the academic year will be claimed back by NUSU.

No external bank accounts are allowed. Society funds should not be held in committee members accounts. All cash should be paid into the society account as soon as possible. Societies cannot take out loans of any kind and there is no “overdraft facility”

All finance training and information can be found in a separate document.