Society Officer
Training Guide

2015-2016

Name..............................
Society............................
Activities Officer – Hannah Goring
Contents

1. The Guide
2. Dates and Deadlines
3. Your Union
   Your Officers
   The Activities Centre
4. Equality and Diversity
   In your club or society
   Widening access projects for societies
   Mental health and societies
   Student Wellbeing Service
5. Society Events
   Freshers Fair
   Refreshers Fair
   Societies AGM
   Societies Exec
   Pride of Newcastle University Awards
6. Involvement in the Union
   Give it a Go
   Go Play
   International Festival of Arts and Music (IFAM)
   RAG
   Go Volunteer
   ncl+ Accreditation Scheme
7. University schemes
   ASSI Fund
   CDM
8. Website
9. Running your society
   Documents
   Trips forms
   Grants
   Sponsorship
   Incentive Scheme
   Promotion
   Questions to think about
   Top Tips
10. Treasurer Responsibilities
Congratulations on being elected as society officers! It is a great achievement and I can’t wait to see what you and your societies will get up to this year...but the hard work has only just begun! Remember, 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 brilliant experiences within societies and now it is up to you to ensure that more students are able to share the experiences too.

This training guide has been designed to give you all the information that you need to run a society successfully and to make sure that you can do everything you can to make it a great year for your society. Refer to this guide throughout the year as it provides useful information on finance, room bookings and sponsorship amongst many other things. Please also make sure you read your Society Constitution; it has some very important information including information on society grants.

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.
- The confidence to run your society and handover to the next committee.
- 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 I really want to encourage interaction amongst societies, with joint socials, shared events and even ‘Society Swap’ tasters. Also, I want to boost awareness of the range of societies available and all of the brilliant activities that you guys offer. So make sure you keep me up to date with all of your plans and events so I can help to promote them across campus (and join in myself!).

Make sure you add me on Facebook (NUSUactivities) and follow me on Twitter and Instagram (@NUSUactivities) to stay updated with what’s going on around the Union.

Of course you can always contact me at activities.union@ncl.ac.uk or on 0191 239 3964 if you have any questions, or stop by the Activities office on the First Floor of the Student’s Union. Don’t forget all the details regarding societies, including any forms or formal documents are available on the NUSU website at http://www.nusu.co.uk/getinvolved/societies/runningyoursoc/.

So good luck, be great, and have fun!

Hannah x.
Dates and Deadlines

Monday 21st September 5pm – **Deadline for Society Documents**

Tuesday 22nd September – **Society Officer Training**

Wednesday 23rd September – **Society Officer Training**

Friday 25th September – **Deadline for Society Exec nominations**

Sunday 27th – Friday 2nd October – **Freshers’ Week**

Monday 28th – Tuesday 29th September – **Clubs and Societies Fair**

Wednesday 30th September 3pm – **Societies AGM (compulsory – 2 members per society)**

Saturday 10th October – **Alternative Society Officer Training**

Wednesday 21st October 5pm – **Initial Grant form deadline**

Friday 23rd October 5pm – **Societies must have 15 paid members to be ratified. Deadline for membership number for grant application**

Tuesday 27th October – **First Society Exec**

Monday 9th – Thursday 13th November – **Freshers’ Week Elections**

Monday 16th November – Thursday 19th – **PTO Elections**

Saturday 30th January – Friday 5th February – **RAG week**

Tuesday 9th February – **Refreshers Fair**

Monday 22nd – Thursday 26th February – **Sabbatical Officer Elections**

Tuesday 8th March – **International Festival of Arts and Music (TBC)**
Semester 3 – Future Funds Dance Marathon (Date to be decided)

Tuesday 3rd May – Society Awards (TBC)

Saturday 7th – Sunday 8th May – Sports Tournament (TBC)

Wednesday 8th June – Pride of Newcastle University Awards Ceremony
Your Union

Newcastle University Students’ 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 in February and any student can stand for any position.

Our Vision, Mission and Values

The Students’ Union Vision is: To enhance the student experience in everything we do.

And our Mission is: To have a positive impact on the students of Newcastle University and the communities in which they live.

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 democratic 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, you need to be there to make sure it doesn’t happen. (This is just an example but is in danger of becoming a reality with the rise of higher education fees!)

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

Dom Fearon
President

Matt Price
Education Officer

Luke Allison
Welfare & Equality Officer

Hannah Goring
Activities Officer

Angus Taylor
Athletics Union Officer

Victoria Armstrong
Editor of The Courier

Using Your Union
52 metre bar, ‘The Venue’ along with ‘Men’s Bar’
24 hour access computer cluster and social learning space on the top floor
Easily accessible Offices, Student Advice Centre and a newly refurbished shop.
Dedicated sports, societies and volunteering area in the Activities Centre.
Multipurpose, dividable areas for performances, socials and meetings.
A new larger rehearsal space will be available next to the Activities Centre for regular bookings
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: 10am – 4pm**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannah Goring</td>
<td>Activities Officer</td>
<td><a href="mailto:activities.union@ncl.ac.uk">activities.union@ncl.ac.uk</a></td>
<td>0191 239 3964</td>
</tr>
<tr>
<td>Angus Taylor</td>
<td>Athletics Union Officer</td>
<td><a href="mailto:au.union@ncl.ac.uk">au.union@ncl.ac.uk</a></td>
<td>0191 239 3923</td>
</tr>
<tr>
<td>Mark Bennett</td>
<td>Student Activities Manager</td>
<td><a href="mailto:activitiesmanager.union@ncl.ac.uk">activitiesmanager.union@ncl.ac.uk</a></td>
<td>0191 239 3977</td>
</tr>
<tr>
<td>Emma Moses</td>
<td>Clubs and Societies Admin/Queries</td>
<td><a href="mailto:csa.union@ncl.ac.uk">csa.union@ncl.ac.uk</a></td>
<td>0191 293 3921</td>
</tr>
<tr>
<td>Vivienne Miller</td>
<td>Finance Assistant</td>
<td><a href="mailto:aft.union@ncl.ac.uk">aft.union@ncl.ac.uk</a></td>
<td>0191 239 3912</td>
</tr>
<tr>
<td>Jo Day</td>
<td>Employability and Skills Co-ordinator</td>
<td><a href="mailto:employability.union@ncl.ac.uk">employability.union@ncl.ac.uk</a></td>
<td>0191 239 3919</td>
</tr>
<tr>
<td>Natalie Burlison</td>
<td>Activities Programme Co-Ordinator</td>
<td><a href="mailto:apc.union@ncl.ac.uk">apc.union@ncl.ac.uk</a></td>
<td>0191 239 3904</td>
</tr>
<tr>
<td>Michelle Robson</td>
<td>Widening Access Co-ordinator</td>
<td><a href="mailto:access.union@ncl.ac.uk">access.union@ncl.ac.uk</a></td>
<td>0191 239 3905</td>
</tr>
<tr>
<td>Danny Stones</td>
<td>CDM Intern</td>
<td><a href="mailto:cdm.union@ncl.ac.uk">cdm.union@ncl.ac.uk</a></td>
<td>0191 239 3912</td>
</tr>
<tr>
<td>Liam Isaac</td>
<td>Hall Sports and Inclusive Newcastle</td>
<td><a href="mailto:hallsport.union@ncl.ac.uk">hallsport.union@ncl.ac.uk</a></td>
<td>0191 239 3952</td>
</tr>
<tr>
<td>Phil Hay</td>
<td>Volunteer Coordinate</td>
<td><a href="mailto:philip.hay@ncl.ac.uk">philip.hay@ncl.ac.uk</a></td>
<td>0191 339 3926</td>
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**Room Booking**

The Union has many areas available for society use, a number of different sized rooms suitable for committee meetings and various event spaces. Appealing to most is The Venue, with its ability to transform into many different rooms dependant on what size you want it. You can use it 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 room bookings must go through Reception (reception.union@ncl.ac.uk). Bookings can be made on a weekly basis, but cannot be done in block bookings. You can book a room one month in advance.

There is an online facility to allow you to view the availability of each room, go to nusu.roombookingsystem.co.uk and click on ‘View Availability’. You do not need to login. This should help you and save time when you are booking. There isn’t an online booking system though so please don’t get the two confused.

**Venue**

The booking of the Venue must go through reception.

For any societies wanting to put on an event in Venue contact Debbie Sykes-Waller at ao.union@ncl.ac.uk, or Dawn Hathaway at events.union@ncl.ac.uk and they’ll be able to go through all the logistics and any costs associated such as tech, security etc.

**Union Socials and Drinks Deals**

For drinks promotions, offers and advice when best to host socials contact Michael Patterson on ob.union@ncl.ac.uk and Carol Pears on ob1.union@ncl.ac.uk or pop down to the Bars and Ents Office down in Venue

**Storage of Society Equipment**

**Storage Room level -2**

We have storage for Society equipment. It is located on level -2 and can be accessed by getting a key from Hannah in the Activities Centre or from Michael and Carole in the Ents office on level -2.

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. Access to the room must also be recorded on the other sheet on the door. You must keep everything tidy. If things are just thrown in, they may be thrown away!

**Cages**

For all other equipment that needs to be stored, there are cages on level -3 where more equipment can be held. Again, a key needs to be collected for this from Hannah in the Activities Centre.
Pigeon Hole

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.

Equality and Diversity in your Society

Newcastle University Students’ Union has over 160 societies and nearly 60 clubs... we are, by definition, diverse! The range of activities on offer aims to appeal to every individual person.

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 innumerate different backgrounds, with nearly 25% of our student body being international.

If you want your society to be inclusive and diverse, (a.k.a. approachable and more exciting!) 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. Gender, orientation, race, age... 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 conduct that is prohibited by the Equality Act 2010 and by NUSU’s Zero Tolerance to Sexual Harassment policy.
• Be inclusive, be friendly, and encourage and welcome involvement from everyone.

By being part of NUSU, each society and club has a responsibility of equality to their members. 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.

The Practicalities – How To Make Your Society 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.
  o 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 with University drinking policies... opt for Society Nights Out or Welcome Drinks instead 😊

✓ Each society committee is responsible for ensuring activities are available to everyone wherever possible, and that reasonable adjustments are made to cater for people with disabilities.

✓ Questions about accessibility? Speak to the SU, more specifically the Activities Officer or the AU Officer.

✓ Need facts or figures? The Activities Officer and AU Officer are responsible for monitoring involvement of students according to gender, ethnicity etc. 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 welfare/equality related within your club or society, you can get in touch with Luke Allison, NUSU’s Welfare & Equality Officer (welfare.union@ncl.ac.uk).

We want your society to be as successful as possible, and this means being inclusive. If you have any concerns about the suitability of any of your society’s events, themes, or anything else, just ask.

NUSU Participation Bursaries

We’re pleased to announce the NUSU Participation Bursary, a cash refund of up to £200 to cover the costs of joining a club, society and even sports centre membership for Stage 1 UK undergraduates.

Eligible students are those who meet at least one of these criteria:

- Students who receive a full or partial Opportunity Scholarship from Newcastle University.
- Students who receive a Promise Scholarship from Newcastle University.
- Students who have spent at least 3 months in local authority care in the past 10 years.

Applications for the bursary will close at midday on Friday 23rd October and bursaries will be awarded to all eligible students in the form of a cash refund in November. Please note that some of 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/activities/participation email Michelle 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 back into your old schools (or a local school) to show off your unique extracurricular skills. We want you to come up with some 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 midday on Friday 23rd October, 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.

We will be accepting applications from individual students as well as individual clubs or societies. This year there will also be additional funding available to student groups who have ideas for widening participation projects for young pupils in schools and in the community – that is, projects that will benefit those from disadvantaged social groups and that will inspire them to aspire to university in the future. More information about this will be circulated at the beginning of term.

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/activities/schools, email Michelle at access.union@ncl.ac.uk or pop into the Activities department in the Students’ Union to discuss any ideas.

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.
Mental Health Education for Societies: A Whistle Stop Tour on behalf of Mind the Gap

What is mental health?
Firstly, everyone has mental health in the same way that we have physical health. This can be good or poor in quality. Whatever way you look at it, we all have it and therefore it’s everyone’s business to understand the basics.

Myths:
“*If you have a mental illness it means you’re crazy*”
Not true, if you have a mental illness then you have a mental illness – like if you had a physical illness – why should they be viewed any differently.

“*If someone has a mental illness then it is their fault!*”
It is really unfair to blame someone for their mental illness as mental illness can be caused by a variety of factors including genetics, hormonal imbalances, environmental stressors and psychological trauma. Coincidently 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*”
A myth stemmed from watching one too many TV shows that portray people with mental health illnesses in a negative 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 were committed by people with mental illness.

“*People with mental illness are incompetent and are incapable of coping with their studies*”
One of the worst myths out there. People who have or have had mental health illnesses can lead perfectly normal, functional and productive lives – just like those who have never had a mental health illness. In fact, some mental health conditions like anorexia are more likely to affect those with a perfectionist and high achieving personality traits. Sometimes having some structure and organisation such as a degree to study can help a person much better on their road to recovery – the person who is suffering from the mental health problem are usually more able to make a good judgement on how they are coping with their studies than others around them.

What is a mental health difficulty?
Mental health difficulties may occur when someone struggles to cope with things in their everyday life, or following a traumatic or significant event in their lives, these difficulties can be short term or serious long term conditions - either way, it is important that individuals can seek help and be supported.
A mental health difficulty can manifest itself in a number of ways. Some of the more common conditions are: depression, anxiety and eating disorders. Others include, but are not limited to, psychosis, schizophrenia and bipolar. It is also important to remember that 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 or come from different walks of life, cultures or simply gender; which is why it is so important to treat everyone as individuals.

It is important to remember that 1 in 4 people experiences a mental health problem at some point in their lives, it is perfectly normal. We all probably work with someone who has a mental health problem.

Individuals who are experiencing a mental health problem may be withdrawn, upset, anxious or quiet, but they may also look just like everyone else and be holding their feelings inside. 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 key to be welcoming and to always remember that not everyone is the same.

It’s important to understand and accept that some people feel that they cannot participate in a selection of 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 social may make it easier and they don’t feel pressured to have to come to all of the event. 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- don’t force anyone. But, encourage participation and interact with your members.

If you are aware of someone’s difficulties, do not make a big deal out of it. 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. Remember it has taken them a lot of courage to open up so it is so 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 wanting to understand. Make them feel as welcome as your other members and do not treat them differently. Sometimes a hug, a friendly text or even just a simple “Hello how are you?” can be enough to make someone feel better. Don’t focus on what a person can’t do but what they can do. If you’re unsure about how you can help, you can seek advice from the Welfare Officer.
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 Officer or with Mind The Gap Society.

**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 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:

- Disability
- Specific Learning Difficulties (e.g. dyslexia and dyspraxia) and Autistic Spectrum Disorder
- Counselling
- Mental Health
- Finance
- Chaplaincy

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.

**Society Events**

**Clubs and Societies Fair (FULLY BOOKED)**  
**Monday 28th and Tuesday 29th September**

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 almost 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.

**When: Monday 28th September and Tuesday 29th September**

**Time:** Monday 12*-5pm  
Tuesday 12*-5pm

*This year we are working with the Student Wellbeing Service at the University to provide disabled students a chance to visit Freshers Fair without struggling with the crowds too hopefully encourage them to come along and get involved with societies in their own time.

For disabled students registered with the Student Wellbeing Service, including those with long term medical conditions, specific learning difficulties and mental health difficulties, the Clubs and Societies Fair will open at 11am.

Please just get in touch with Hannah if you have any questions or concerns regarding this.
**Refreshers Fair**  
**Tuesday 9th February**

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. There will be tables available for you to apply for and possibly performance/showcase space to be able to show what your societies do.

**AGM (Annual General Meeting)**

**Wednesday 30th September 3 - 4pm (Venue)**

This is held to make any changes to the constitution and elect the Societies Executive Committee.

**It is compulsory for 2 Society Officers of each ratified society to attend.** If there aren’t two officers present without good reason, the society will be unable to apply for a grant.

Your Society will be given **two votes** for each position.

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

**Getting Involved, Societies Executive**

**What is the Societies Executive Committee?**

Societies Executive committee consists of nine voting members, who shall control and manage the general business and policy of Student Societies.

Members:

- Activities Officer (Chair)
- Secretary
- Course and Careers Rep
- Hobbies and Interests Rep
- Religious and Cultural Rep
- Representative Committee Rep
- Volunteering and Fundraising Rep
- General Interest Rep
- New Societies Rep (ratified within the last 12 months)

A position on societies exec will mean you will be a part of a committee which has a great amount of power to represent societies and to voice opinions. You get to allocate budgets, grants and arrange
events. There are several positions up for grabs, so all it takes is to find what interests you and how you can input your own ideas.

**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.

You must submit your nomination by email stating your name and which position you are going for to activities.union@ncl.ac.uk with ‘Societies Executive Nomination’ in the title.

Deadline for nominations is Friday 25th September at 5pm.

All Societies will then be informed on Monday morning of the nominees.

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.

**Pride of Newcastle University Awards**

Award Ceremony: **Wednesday 8th June 2016**

This annual competition celebrates and rewards the achievements of Newcastle University students in a broad range of extra-curricular activities.

There will be 11 achievement award categories, with an overall winner and a runner-up (and cash prize!) in each category.

1. Contribution to Arts and Culture
2. Community Spirit
3. Environmental Champion
4. Global Outlook
5. Social Inclusion and Cultural Diversity
6. Contribution to Sport and Health
7. Enterprising Spirit
8. Entrepreneur of the Year
9. Outstanding Contribution to the Academic Experience
10. Outstanding Contribution to Societies
11. Outstanding Contribution to Student Media

The closing date for entries will be at Easter.
Entry criteria: The achievement must have been attained as part of an extra-curricular (including society) activity. You must not have received academic credit for any part of this achievement. The achievement can be attained in the workplace.

This is a fantastic opportunity to showcase just how great your Society is or Society Officers are. Utilise this chance as you could end up being shortlisted at a glittering awards ceremony, and 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 language classes, to trips to attractions and other cities, to fun days out like paintballing and laser quest. The sessions are heavily subsidised by NUSU, so are cheap or free to attend. Last year, over 3000 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 on apc.union@ncl.ac.uk with your society name, and the details of your trip/activity ideas, including costs.

Go Play! - www.nusu.co.uk/goplay
Go Play aims to get more students playing sport for fun and fitness (rather than competition) and allowing students to try something new. Participants do not need any experience or equipment or memberships

• Most sport runs for 6 weeks, where students can join in at any time
• No memberships or commitment
• Run by existing sports clubs and/or external coaches, as necessary and where appropriate.
• Once students have had a taste of the sport, we hope they’ll want to continue and join your club if they are able!

*It’s NOT in competition with the clubs*

It works really well for sports where students might be intimidated/unlikely to walk straight up and join the AU club, especially as a beginner.

Email Natalie on apc.union@ncl.ac.uk with any queries
**Hall Sports**

Hall Sport is a weekly recreational programme ran by the Students’ Union with a wide range of sports to choose from. Students of all sporting abilities are encouraged to participate, either with your hall, course mates, society or group of friends – competing in our social or competitive leagues. This year we are offering 5 sports, in addition to a sport ambassador role to help deliver the programme. If you are a society then you can represent them in the following sports. If you are a club and have social players or trialists who do not make it into the club then this is a great alternative for them to compete weekly.

- Football
- Netball
- Table Tennis
- Badminton
- Touch Rugby

**Term 3 Sports Tournament**

Why not enter a team and represent your society, halls of residence or academic course in up to six sports in our annual sports tournament. You can choose to enter in as many or as little sports as you choose, from:

- 7-a-side football
- Netball
- Rugby
- Dodgeball
- Rounders
- Table Tennis

Our huge sport weekend is to take place in term 3 before exams begin, to find out more information or to register a team, contact hallsport.union@ncl.ac.uk

**International Festival of Arts and Music**

**Tuesday 8th March (TBC)**

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 alternatively with help running the evening.

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

**RAG**

RAG stands for ‘raising and giving’, and is a society running alongside the national student-led organisation which raises thousands of pounds for deserving charities. Societies have brilliant expertise that could really benefit the events they host throughout the year. It also increases student awareness of your society. If you want to get your Society involved, contact Lauren and Ellie at rag@ncl.ac.uk with any ideas or questions.
**RAG adopt a charity**
Societies can choose a charity of their choice, which will be approved by the RAG officers, and can organise fundraisers for this charity. The society will then take 50% of the money raised to put back into the society, and the other 50% will go to the charity.

If you are interested please email Hannah to fill in an application form, and the RAG officers will choose societies from these applications. It’s a great way to support a charity of your choice, but also a great way to put some more money into your society.

**Go Volunteer**

*Go Volunteer* helps students at Newcastle University to find the ideal community volunteering opportunity. Anyone can volunteer – it doesn’t matter who you are or where you are from...and it’s FREE! Our volunteering opportunities are designed with students in mind and require no previous experience.

As well as projects within NUSU and running our own exciting student led projects, we also have great links to over 100 charities and not for profit organisations within the local community who are always looking for student volunteers.

We offer one-off as well as regular, long term opportunities, so whether it’s volunteering with the Guerrilla Gardeners, growing fresh produce at Cockle Park Farm, helping out with projects for children, the elderly, disadvantaged communities or one-off fundraising for a good cause *Go Volunteer* will find the perfect project for you. And if that’s still not enough, we can even help you start up your own project!

**Why Volunteer?**

Simple - you have everything to gain and nothing to lose!

Get Sociable....
Go Volunteer promotes volunteering that allows you to interact with people from over 50 different countries and builds on your knowledge of other cultures.

Develop Employment Skills....
Craft a wide range of new skills and gain the opportunity to enhance your existing talents.

Improve your CV...
Compliment your academic achievements with skills developed through volunteering and make your CV stand out from a sea of applications.

Relieve stress....
Engage with the community and relieve academic pressures, there is no better way to have a bit of rest from studying.

Gain Valuable Experience...
Participate in one of many volunteering projects offered by Go Volunteer and gain valuable experience by challenging yourself.
Come and see the Go Volunteer team at any time – you don’t need an appointment – just pop into their office at the other end of the activities corridor in the Student’s Union for a chat or email Phil at Phillip.Hay@newcastle.ac.uk.

Check out the load of volunteering opportunities we have at www.nusu.co.uk/govolunteer

**NCL + Award Accreditation Scheme**

NUSU are running an exciting scheme for all NUSU volunteers – which includes club and society officers. This scheme will allow you to get your position of responsibility listed on your HEAR – which is your Higher Education Achievement Report – your degree transcript.

This will validate your role and experience from both NUSU and Newcastle University to future employers, and the workshops give you the opportunity to better articulate the skills you are developing through your officer role.

**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 one hour workshop each term plus submit one single document after Easter reflecting on your skill development throughout your year in post – and you will have gained the accreditation.

**You, as elected officer representatives for your society have been automatically enrolled in this scheme. If you wish to opt out, please email Jo Day on employability.union@ncl.ac.uk**

I will be sending emails out to all of you in the next couple of months about what your criteria to satisfy the scheme will be, and how you can get involved so look out for an email from myself.

Taking part in the accreditation scheme will enable your position of responsibility to be reflected in your final degree transcript, help you to articulate the skill development you gain through club/society involvement and your feedback will also help future students to improve their experience running clubs and societies – all for just doing your existing role!

Wait for an email from me in late October/early November, and if you have any questions please email Jo Day on employability.union@ncl.ac.uk
University Run Schemes

Alumni Association Student Initiative Fund

The Alumni Association Student Initiative Fund supports student development by offering small *grants* to students to turn their ideas into reality. Funding of up to £500 (to a maximum of 50% of actual costs) is available to current Newcastle University students to develop and deliver ‘one-off’, student-led, extra-curricular projects that have a community, social or cultural benefit. Student-led projects/activities supported in 2010 include a summer classical music festival in Newcastle, an orphanage construction project in Uganda, an open-mic DJ night, an awareness-raising Refugee Week craft stall, an art exhibition, a mountain climb for charity, a wildlife education project and many more!

Applications will be considered throughout the academic year by a funding committee – go to [www.ncl.ac.uk/nclplus/foundation](http://www.ncl.ac.uk/nclplus/foundation) for the application form and more details.

Career Development Module

The Career Development Module (or CDM) is open to students who volunteer both in the Union and the community, including:

- Club Officers
- **Society Officers**
- Part-Time Officers
- Courier/NSR/TCTV editors
- SCAN volunteers

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 the module?**

Come into the Activities Centre and speak to Jo (employability.union@ncl.ac.uk) to see if your course and role is eligible for the CDM

**Website**: [http://www.nusu.co.uk/getinvolved/societies/](http://www.nusu.co.uk/getinvolved/societies/)

You should treat this as your society haven. It contains all the information that you need throughout the year and will be regularly updated. This is the most visited page on the NUSU site!

The IT department will have given you a presentation on how to use the new site in Officer Training.
Running your Society

Documents
All documents should have been handed in to Emma in the Activities Centre by 21st September.

Please ensure you set aside term 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.

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’

Seven essential forms:

- **Society Officer Contact Details**
  This provides NUSU with the contact details of the Officers to know who to contact in any instance.

- **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 to check that it’s different to other societies already set up here.

- **Society Information Sheet**
  This gives information on what your Society will do, meeting times and contacts, and goes up online on our website.

- **Health and Safety Policy and Safety Policy Receipt**
  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 of your activities. For more information/guidance email Mark at activitiesmanager.union@ncl.ac.uk and read the NUSU Safety Policy on the website.

- **Risk Assessment**
  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. Read through the NUSU safety policy for guidance, or speak to Mark activitiesmanager.union@ncl.ac.uk.

- **Sponsorship and Bribery Brief**
  This is our policy of eliminating sponsorship deals linked to bars and clubs altogether to protect Societies, the integrity of their committees, and the reputation of NUSU. The University has been supportive of this policy and is planning to increase Clubs and Society funding on the provision that in the next 2-3 years we cease all bar, club and promoter sponsorship.
Transport

Please refer to the “Guidance for the Safe Use of Vehicles” and “Transport Guide” documents covering a range of information. Drivers need to be registered and vehicles need to be booked with Vivienne aft.union@ncl.ac.uk at least two weeks before the transport is required.

To register:

- New Driver Form (Available online or in the Activities Centre)
- Driver Questionnaire (Available online or in the Activities Centre)
- Copy of your photo card licence (front and back)
- EU and international drivers (i.e. do not hold a UK license) cannot drive a minibus

To take a minibus test, you must have been driving for at least two years and be over 21 years old. To book a minibus test, fill out the Driver Registration form and the Driver Questionnaire to be put onto the waiting list. Please do this at least 4 weeks in advance to ensure that you get through the test in time. **Minibus tests will be based on a first come first serve basis.** There is currently only one volunteer minibus tester who is also a student so tests are only when they are available.

**Please note that it is NUSUs policy that the consumption of alcohol is not permitted in any vehicle insured by us. This will also be communicated to all registered drivers.**

- Emma deals with coach bookings – fill in coach booking form to receive a quote
- Once you have received a quote from Emma then confirm if you wish to book the coach or not
- Vehicle sizes include 16, 24, 33, 49 and 53 seats
- A treasurer must sign the coach booking form before a vehicle can be booked
- Please bear in mind that this is an external company so the closer you book to the desired date of when you want the coach the less we can guarantee there will be one available
- Trip information currently can be emailed to Emma csa.union@ncl.ac.uk or Mark activitiesmanager.union@ncl.ac.uk with your trip information and full names of individuals travelling.

Grants

There are 2 grants you can apply for as a Society: Initial, and Special/Equipment Grants.

All of the forms are electronic and are available via the NUSU website.

Rules for grants:

You must have done the following before applying for a Grant:

- Handled in all 7 Handover documents
- Attended Society Officer Training
- Attended Society AGM
- Must be a ratified Society
Must have 15 members, and 3 paid officers (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 Grants on what is stated on your form, so I encourage you to put everything on these forms in as much detail as you can. When you claim money from your allocated Grant, this form will be checked off with the claim.

The Grants you receive must be spent before the last day of term, and any remaining amount will not roll over to the next year.

**Initial Grant Application**

Deadline for application: **Wednesday 21st October 5pm**

Deadline for member numbers: **Friday 23rd October 5pm**

This Grant can be spent on the following:

- Speakers/travelling visitors and conferences
- Publicity and Publications (any printing should be provided by the NUSU print shop (Splosh) and materials to be purchased in the Union Shop)
- Hoodies
- Training and Teaching
- Events (covers regular and annual events, trips, excursions, festivals, theatre trips etc)
- Up to 25% on social functions (such as annual balls, venue hire, etc). This cannot be spent on alcohol.

The application must be submitted to the Activities Officer. The form is online under ‘Society Grant Application Forms, only emailed applications to myself will be accepted. You will be awarded a set amount of money for each student who is a paid member of your Society.

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 **TBC**.

**Special Grant Application**

This Grant has been given to us by the University and has given Societies a great opportunity to host one off events, apply for equipment or to apply for funding for things that may not have been factored into the Initial Grant request.

This Special Grant application is to be used to further benefit your Society members throughout the year. You must be a fully ratified Society to apply for this Special Grant. It can be used to apply for most projects or equipment (which will remain the property of the NUSU).

The application can be handed in whenever but will be approved by Societies Executive in the monthly meetings and you will be informed after the meeting. All decisions are at the discretion of Societies Executive and are final. The last Societies Exec meeting is in mid-May.
If you request any Special Grant, after the event, you will need to provide an A4 report of how you used the money, who was affected by the project and the positive impact you had.

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 November, and then throughout the year.

**Sponsorship**

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 a contract. This can be submitted with a “Sponsorship Form” to the Activities Centre. Before this contract is signed, it must be given to the Activities Officer to be checked.

A Sponsorship Proposal can be sent off to companies, you should follow these with a phone call.

What to write in a Sponsorship Proposal:

1. What your Society is about and what you do
2. What the company would gain from Sponsorship from your Society
3. How much you are expecting from the company
4. How much this will cost the company - don’t be unrealistic, expect to barter
5. Your contact details

**Questions to think about when running your society...**

- Could more people be interested in your society?
  - >> How could you get them involved?
  - >> How many members actually get involved?

- How do you contact your members/committee?
  - >> Is it effective?

- What do you offer to your members?
  - >> How are your events planned?

- Do you have a clear committee structure?
  - >> Who does what?

- Do meetings have a clear agenda?

- Do you have a website?
  - >> Do you keep it and notice boards well informed?

- Are your financial records well kept?
  - >> How is membership money used?

**Top Tips**

1. **For getting members**
   - **Freshers Fair** – keep your stall interesting! Posters, T-shirts, Photos of past events. Students love interactive things and it will stick in their mind more.
   - **Contact school offices** – ask them to send emails on your behalf to all new students, especially if you are a departmental society.
• **Lecture shout outs** – these are a fantastic way of reaching a lot of people to tell them about your society, what you will offer them and why they should join (remember to talk to the lecturer first).

• **Re-Freshers fair** – held in February this is the second chance for people who missed out in Fresher’s week to get involved. It is basically like a second fresher’s fair over two days.

2. **For organising an event:**

Your society has chosen you guys to represent them so what your society does, where it goes and what events it puts on is **up to you**. When planning events however it is worth asking yourself a few questions…

• What are your society’s aims and objectives and how will an event help to meet these?
• Why have people joined this society and what do the members want to do?
• Is the timing right? Look out for exams and new terms – loans!
• Have you consulted your sponsors for ideas, could they help you provide a venue/cash?
• How many people will come to an event? Where will you hold it?
• Don’t be afraid to try new things! If it doesn’t work, it doesn’t work. At least you tried and offered something new to your members.

>> **Christmas and Summer Balls**

These events always seem a long way off – but get organised to find the best deal for your society!

Don’t over-estimate ticket sales, talk to your society to try and offer an event they want, and don’t panic! – so many venues do student party packages to help you out.

There are so many venues around Newcastle, ask myself or other societies for recommendations.

3. **Effective team work:**

Remember all members of the committee are equal, work as a **team** and it will make all of your lives easier. Committee discussion points:

• What you hope to achieve from running a society
• What you fear about the coming year
• What each of the committee roles entails
• What each member of the committees strengths and weaknesses’
• You can change round the positions in the committee if needed, whatever is in your societies best interests. Come and talk to me about it if you want to.

4. **Potential Problems:**

• **Look out for added VAT** – when getting price estimates always make sure whether or not VAT is included or additional. You cannot get out of paying VAT however you work it.
• Think before making huge commitments – **don’t** sign anything until the activities officer has looked over it and always check you have enough people to meet these commitments
• Keep finances in check – you are responsible for any debt, so keep all records up to date.
Promoting Your Society
Read on for all you need to know to get your message across.

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.

The Courier
The Courier is a brilliant outlet for your Society to get more members and more publicity around campus. With copies being placed in halls, the Students’ Union, the sports centre, it is unlikely students will miss your activity if you put it in there. You need to inform the Editor at the very least three weeks in advance of the event in order for it to be put in The Courier.

Contact editor.union@ncl.ac.uk, Victoria Armstrong and she will try to help you promote your activity.

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 trying to update their promotional soundbites. So email Vicki Smith at nsr.stationmanager@ncl.ac.uk to get your society jingle on the airwaves.

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!

TCTV
The Courier television is the screen version of The Courier- for more info email station.managertctv@ncl.ac.uk

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.

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.

Forms for society email addresses are found with NUIT it.servicedesk@ncl.ac.uk, once filled in they need to be signed by NUSU IT and Media Coordinator (James– it.union@ncl.ac.uk).

**Hoodies**

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

Accounts

**Members account** – This money can be spent on anything for the benefit of Society Members.

**Grant accounts** – These can be spent on anything except food and drink. 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 the NUSU.

**No external bank accounts are allowed. Societies cannot take out loans of any kind and there is no “overdraft facility”**

**Members Account** – any balance brought forward from last year, Sponsorship, Membership Payments, Website Product payments and all Society Income over the academic year.

**Initial Grant and Special Grant Account** – Grant totals will be shown at the top, followed by any expenditure from the Grant Accounts.

Society Reports

Treasurers will be given access to Report Viewer in September. An email will be sent out to all Treasurers explaining how to access the accounts requesting a password from you so that this can be set up. The account code will then be emailed back to the Treasurer allowing access to the Society Accounts. Report Viewer is available on any NUIT computer.

On the Society Report: all monies available appear as negative, all expenditure appears as positive.

**Account Codes:**

- YEND  Year end
- OBAL  Opening balance
- MEMS  Society Membership Income
- PCSC  Petty Cash Claim (refunds)
- SUDC  Society Direct Credit
- SINV  Sales Invoice
- SCN  Sales Credit Note
- JNL  Journal
- PINV  Purchase Invoice
- PCN  Purchase Credit Note
- PIPO  Purchase Invoice from Purchase Order
- VINS  Vehicle Insurance
- CLMS  Society Claims Form
There may be a time delay on your account between a form being handed in and it being processed by Finance. You may want to keep copies of orders, claims, invoices and credit notes. This will enable you to have an audit trail to follow in the event of any queries or disputes.

If you have any queries about something on the accounts, it would be helpful to email with your account code and number i.e. CLMC 3456 so that I can find out the exact information for you.

Note: When a purchase invoice is processed, the date of the invoice will be shown on your accounts. When a claims form is processed, the date they are removed from the claims form box is used (i.e. usually Friday weekly).

**Payment Information**

**Claims Forms** - Are used for payments coming out of your accounts. Forms must be completed and signed by 2 officers one must be the Treasurer then President or Secretary. No claim will be authorised without 2 signatures. If there are any extenuating circumstances, please let us know so we can try and work around any issue.

Original receipts and/or invoices must be attached for payment to be processed. Any claims should be submitted to Vivienne in the Activities Office. Please give as much detail as possible on the claim form, e.g. dates, venues etc.

If there is any issue with your claims form an email will be sent out to the committee and the student being reimbursed to discuss the problems with the claims form.

Please note an account name cannot be flex account, student account or a club/group bank account. These payments will get refused automatically. Make sure that an account number has 8 numbers and a sort code has 6 numbers.

**Invoices** - Most companies will invoice for products or services you require. When contacting about invoices make sure you understand when the company requires payment by and please make sure you hand the forms in providing enough time for the company to be paid.

Where companies issue invoices please make sure that they are invoiced to

Your Society  
Newcastle University Students’ Union  
Kings Walk  
Newcastle  
NE1 8QB  

**VAT** – Make sure that when discussing prices with companies you ask whether the price includes or excludes VAT. NUSU is a VAT registered company, your Society is not. If any invoice has VAT added on it, you will need to pay it. There is no way of getting around the cost of VAT.

**BACS Payments**- Are made once a week. All claims forms handed in by Thursday are processed the following Wednesday and show in the payees account by Friday. *If you hand in a Claims Form on a Friday the payee will not receive their money till Friday 2 weeks time.* An email will be sent to the recipient or company confirming payment.
Fuel Documentation - Some claims may not have any physical documentation so we have created forms to be used. The Fuel Documentation Form can be used when members drive vehicles for their Society, or they can provide a Fuel Receipt from the garage.

Vehicle Booking Forms - When booking coaches and vehicles for Society use, the Treasurer will be required to sign the booking form authorising the payment for the hire/booking. This allows us to then pay the invoice as it comes in and prevents delays.

Events - When planning events, plan ahead with when companies need paying. Each company will have payment terms and conditions that you will need to stick to. For both deposits and balances, an invoice will be required. Some companies may request purchase orders. If you require one then email Vivienne aft.union@ncl.ac.uk with the company name and address, amount and date of event for a purchase order number to be sent back.

If you are having issues with finalising numbers on an invoice, hand in a claims form with rough cost and email/bring in the invoice for it to be processed on time (as per Claims Form timings, see above).

Some companies require a deposit paid 14 days from confirmation of booking, and pre-payment 10 days before the event. Below are some example dates for when things need handed in for payments.

Event date: 06/12/15
Balance due: 26/11/15
Claims form handed in by: 20/11/15

Event date: 05/12/15
Balance due: 25/11/15
Claims form handed in by: 13/11/15

Paying In Slips - Cash and cheques can be paid into your accounts using the paying in slips provided on the website and at the Cash Office/Finance Office (both on the 2nd floor).

Cheques being paid into your accounts must be addressed to ‘NEWCASTLE UNIVERSITY STUDENTS’ UNION’ with the name of your Society on the back of the cheque. No sponsorship cheques can be paid in without an invoice having been raised.

Cash Office – Monday to Friday 9:30am – 2:15pm term time only
Finance Office – Monday to Friday 9am – 4:30pm when Cashier not available

Sponsorship Forms - A sponsorship form must be completed by a member of the Society and handed into the Activities Centre along with a copy of the contract. Once received and checked by the Activities Officer this is then processed by Finance and will immediately show up on your club account. This does not mean that the money has been received. An invoice will be raised and emailed to the company and Finance will ensure funds are received. No form will be processed until a contract is obtained.

Finance Forms - All finance forms can be collected from the Activities Centre or downloaded from the website: http://www.nusu.co.uk/activities/sports/runningyourclub/
Refunds- Society Members can get refunded without officer authorisation until 31st October 2015, after this the President, Secretary or Treasurer must authorise by email to either Mark activitiesmanager.union@ncl.ac.uk or Vivienne aft.union@ncl.ac.uk.

Finally, let’s make 2015/16 an amazing year! Make the most of your time as a societies officer – do everything you can, try new things, have a great time. 😊

Best of luck,

Hannah x

Activities Officer 2015/16