Society Officer Training Guide

2016-2017

Name...........................................

Society............................................

Activities Officer – Rebecca Walker
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The Guide

Massive congratulations on being elected onto a society committee! From pass experience I know that you’re in for a great year and I’m so excited to see what you and your societies will get up to. 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, that’s why you’re here, 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, so make sure you actually use it, don’t just put it in a drawer and forget about it!! Refer to this guide throughout the year alongside your Society Constitution, as they really will prove useful.

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 I really want to make sure that committee members get the right support, I would much rather you come to me with a problem than try to tackle it alone. I may not always have the answers (remember I’m new to the role too) but I can definitely send you in the right direction. All the staff on the Activities floor are great and most have been here years. Look out for one of **workshops** throughout the year covering finances and event planning and drop into the monthly **coffee mornings** to ask questions or say hi.

Please keep me up to date with all the fun stuff you’re getting up to throughout the year as I would love to attend as many society events/sessions as possible. That way I can help **boost awareness** and hopefully **increase participation**.

Feel free to contact me whenever 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 the Student’s Union. You can also like the **Facebook, Instagram** and **Twitter** pages (**NUSUactivities**) to stay updated with what’s going on around the Union.

I genuinely wish you all the best of luck, go make this year **AMAZING**!

Becca x
Dates and Deadlines

Monday 19th September – Society Officer Training

Tuesday 20th September – Society Officer Training

Sunday 25th – Friday 30th September – Freshers’ Week

Monday 26th – Tuesday 27th September- Clubs and Societies Fair

Friday 30th September- Deadline for Society Exec nominations

Wednesday 5th October 5pm CLT.1.02 – Societies AGM (compulsory – 2 members per society)

Saturday 8th October – Alternative Society Officer Training

Wednesday 12th October 5pm – Initial Grant form deadline

Friday 14th October 5pm – Societies must have 15 paid members to be ratified. Deadline for membership number for grant application

Tuesday 18th October 5pm Kate Adie – First Society Exec

Monday 14th – Thursday 17th November – Freshers’ Week and PTO Elections

Saturday 28th January – Saturday 4th February – RAG week

Tuesday 7th February – Refreshers Fair

Monday 6th – Thursday 9th March – Sabbatical Officer Elections

Tuesday 21st March – International Festival of Arts and Music

May (TBC) – Society Awards

Thursday 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 at the start of March and any student can stand for any position, so if this interests you, get involved!

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 (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

Jack Taylor
President

Chris Duddy
Education Officer

Rachael Kitching
Welfare & Equality Officer

Rebecca Walker
Activities Officer

Sophie Matthews
Athletics Union Officer

Jade Holroyd
Editor of the Courier

Using Your Union

52 metre bar, ‘The Venue’ along with ‘Men’s Bar’ – newly refurbished.
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: 8am – 5pm

**Rebecca Walker**
Activities Officer
Societies and Volunteering
activities.union@ncl.ac.uk
0191 239 3964

**Sophie Matthews**
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

**Vivienne Miller**
Finance Assistant
Finance and Transport
aft.union@ncl.ac.uk
0191 239 3912

**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, Go Play
apc.union@ncl.ac.uk
0191 239 3904

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

**Danny Stones**
CDM Intern
Careers Development Module
cdm.union@ncl.ac.uk
0191 239 3912

**Liam Isaac**
Hall Sports and Inclusive Newcastle
Hall Sports, Sports Tournament and Inclusive
Newcastle Programmes
hallsport.union@ncl.ac.uk
0191 239 3952

**Phil Hay**
Volunteer Coordinate
GoVolunteer
phillip.hay@ncl.ac.uk
0191 339 3926
**Room Booking**

Room bookings are an on-going problem, especially with the growing student population and increasing number of clubs and societies, but we are working on it I promise! 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 are the **Lounge**, the **History Room** and the **Venue**, with its ability to transform into many different rooms dependant on what size you need. 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.

**New to this year...** WE NOW HAVE MORE SPACE AVAILABLE! The Union is now actively managing the rooms in the **Kings Road Centre** making it easier for you as societies to gain access!! In this past this space was prioritised for the University.

The room booking system has changed slightly this year, I’m sure you will be glad to hear that you can **now make all committee room bookings yourself**. We will go through this in more detail during the officer training and you will be handed a separate handout sheet regarding this.

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.

Any society stall bookings (either 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. 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](http://nusu.roombookingsystem.co.uk)

**Venue**

The booking of the Venue also goes 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 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 is accessed by code.

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. You need to ask for a key from myself (Activities Officer) or from Carole in the Ents office on level -2.

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 almost 200 societies and over 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 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, (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. Sex, sexual orientation, gender reassignment, race, age, disability, religion and marital status... 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.

- 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 Rachael Kitching, 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**

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 Friday 28th October 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, 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 28th 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 a 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, 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.

If you are a club you can receive financial support from the programme through the new ‘Earn your Stripes’ initiative, which recognizes and supports inclusivity within clubs.
Mental Health Education for Societies: A Whistle Stop Tour on behalf of Mind the Gap

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 types of mental illness. Some of the more common conditions are depression, anxiety, and eating disorders. Others include, but are not limited to, personality disorders, schizophrenia, and bipolar disorder. 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.

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 is 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 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, 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 likely taken them a lot of courage to open up, so 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 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, 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.

**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 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 effect 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 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 26th and Tuesday 27th 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 26th September and Tuesday 27th September**

**Time:** Monday 11-4pm  
Tuesday 11-4pm

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 to 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 Becca if you have any questions or concerns regarding this.
**Refreshers Fair**  
**Tuesday 7th 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. Any society can apply for a table and have the opportunity to performance to show off what your societies do. Please do get involved as this year monetary incentives will be introduced to encourage societies to push for a boost in membership during this period.

**AGM (Annual General Meeting)**

**Wednesday 5th October 5pm-6.30pm (CLT.1.02)**

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.

The AGM will start promptly at 5pm so please arrive early to receive your voting slip. It is highly unlikely voting will be any longer than an hour but just to cover ourselves.

**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.

The committee will meet fortnightly 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.

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 30th 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.

**Society of the Month**
*Brand new to this year!!* Throughout the month please email me if you think your society or even a society that you know is deserving of the society of the month! 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. No matter how big or how small I want to hear about it!!! The winning society will feature on the website and be rewarded with a monetary prize. Please send nominations over to activities.union@ncl.ac.uk and where possible include photos. The first winner will be announced at the end of October.

**Coffee Mornings**
*Brand new to this year!!* At least once a month there will be a coffee morning with free tea, coffee and biscuits hosted in the NUSU to offer society committees support and the opportunity to ask me any questions face to face. I will be there along with other Union staff. Check your emails for dates of these coffee mornings.

**Society Calendar**
*Brand new to this year!!* I want to know what you and your society are up to!! Please keep me updated with all activities your society are doing, whether that be one of events or weekly socials. This way I can not only come along to society events but I can also help you promote them. You really have nothing to lose. The big aim is that the whole calendar will be available online for all students to see.
Pride of Newcastle University Awards

Award Ceremony: Thursday 8th June 2017

This annual competition 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 (including Society Awards), and winners from various categories are put forward to the Pride Awards, which have cash prizes on offer, given out at a high profile event at the Civic Centre.

There will be a wide range of categories, including the following groupings:

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

The closing date for entries will be at Easter, so bear this in mind through the year if you have a particularly good event, committee, volunteer, or just a great year!

**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 this achievement. The achievement can be attained in the workplace.

This is a fantastic opportunity to showcase just how great your Society is. Utilise this chance as you could end up being shortlisted to attend 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.

**Hall Sport**

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 in our social or competitive leagues. 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.

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

Email: hallsport.union@ncl.ac.uk

**Campus Sport Tournament**

Why not enter a team and represent your society or club 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 hallsport.union@ncl.ac.uk

**International Festival of Arts and Music**

**Tuesday 21st 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 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 Liam and Harry at rag@ncl.ac.uk with any ideas or questions.

Go Volunteer
University isn’t just about lectures, libraries and sit-down learning. Here at Go Volunteer we aim to make sure you get the most out of your time at Newcastle by offering volunteering opportunities that help you develop the skills employers look for, supplement your degree course, help the local community and make new friends.

Our opportunities range from student led projects such as growing fresh produce at Cockle Park Farm to learning beer science with our Microbrewery and helping disadvantaged communities. We have over 100 projects for you 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 of project workers.

If you have any questions about our opportunities, volunteering in general or you have a fantastic idea for a grant project then come see us on the 1st floor of the SU. We’re all dead canny, promise.

Govolunteer.union@newcastle.ac.uk
Nusu.co.uk/govolunteer
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.

**New for 2016/17**
NUSU is launching its very own employability and leadership skills focused programme. You can attend four skills focused workshops which will enhance your understanding and practical implementation of key skills employers are looking for.

To register your interest please contact volunteermanager.union@ncla.ac.uk

**NCL + Award Accreditation Scheme**
NUSU are running an exciting scheme for all NUSU volunteers – which includes club and society officers. This programme will allow you to get your position of responsibility listed on your degree transcript/HEAR, and develop a wealth of ways to use this experience in interviews and applications for jobs. It validates your role 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 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 one hour workshop in terms one and two, plus submit one single short document after Easter reflecting on your skill development throughout the year in post – 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.

Taking part in the accreditation scheme will enable your position of responsibility to be reflected in your final degree transcript and help you to verbalise the skills you gain through club/society involvement— all for just doing your existing role, so why not!

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

University Run Schemes

Ncl+ Catalyst Fund
Kindly supported by alumni donations, the Ncl+ Catalyst Fund (used to be called Alumni Association Student Initiative Fund) supports student development by offering small grants of up to £500 (to a maximum of 50% of actual costs) to help turn your enterprising ideas into reality. Any students (and graduates in their first six months) can apply for funding to develop and deliver innovative, student-led, extra-curricular projects that have a community, social or cultural benefit. This is a joint project delivered by NUSU, Newcastle University Careers Service and the Alumni Association.

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

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 editors
- Go Volunteer project leads
- Any many more!

*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 the Activities Centre and speak to Jo (employability.union@ncl.ac.uk) to see if your course and role is eligible for the CDM, or jump on our website here – www.nusu.co.uk/cdm

Website: 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 at the end of last term!!

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](http://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.

### 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. It is always only the President, Secretary and Treasurer who will receive emails from the Union, it is your job to distribute any important information to the rest of committee.

#### 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.

Society Equipment List
Pretty self-explanatory; a list of any equipment your society owns

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 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:
• Handed 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 12th October 5pm
Deadline for member numbers: Friday 14th 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 18th October 2016.

**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 fortnightly/monthly (dependent on time of year) 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. An email will be sent out with dates of each Exec meeting so you know when grants will be discussed.

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 in November, and then throughout the year.

**Be creative**

Try and come up with new and exciting ways to spend your money! So many societies reach the end of the year and have massively underspent when there’s so much opportunity. Try to move away from just doing the usual stuff like organising a ball or a pub crawl, **think outside the box**. I’m more likely to give you money if you come to me with an innovative idea.

**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...

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 freshers’ 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. Come along to the event planning workshops that are being held in term one!!

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. Please communicate and pass on the relevant information to the right people!!! 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 weakness’
- 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 csu.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, Jade Halroyd 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 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. 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.
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 25% 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 the 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”

**Society Reports**

Treasurers will be given access to Report Viewer in September. Treasurers will be given access to Report Viewer in September. An email will be sent out to all Treasurers allocating their password with instructions on how to access the accounts. Report Viewer is available on any NUIIT computer.

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

**Account Codes:**

- **YEND**: Year end
- **OBAL**: Opening balance
- **SCDC**: 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
- **MSL**: Membership Income or website sales
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 document type 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. All sections must be completed and you should indicate whether the claim is to be paid from the grant, special grant or members account.

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. You don’t need to pay an invoice and then reclaim. We can pay a supplier directly. If we receive invoices on your behalf we will send you a copy asking for approval. For invoices from standard suppliers e.g. Mizuno and the University we will proceed to pay these after one month if we receive no response from you.

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 for when members drive vehicles for their Society, or they can provide a Fuel Receipt from the garage. **TIP** - Vehicles should be filled up before returning to the garage as this is cheaper than paying the garage refuelling fees.

**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).

If selling tickets for an event ensure you have a cut off for sales to enable numbers to be finalised and cash to be available to pay the venue.

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:** 05/12/16
  - **Balance due:** 25/11/16
  - **Claims form handed in by:** 17/11/16

- **Event date:** 04/12/16
  - **Balance due:** 24/11/16
  - **Claims form handed in by:** 10/11/16

**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. A cheque paid out directly to the society cannot be accepted by the bank.

If for any reason a payment needs to be made into your account by bank transfer contact Viv for the account details and information on the best way to do this.
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 society 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. If we have difficulties receiving funds for a sponsorship invoice we will contact you for assistance and if the funds are not recovered we will deduct from your account.

Finance Forms - All finance forms can be collected from the Activities Centre or downloaded from the website:

https://www.nusu.co.uk/getinvolved/societies/runningyoursoc/#

Refunds - Society Members can get refunded without officer authorisation until 31st October 2016, 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.

I know that that’s a lot of information to take in and well done for getting to the end but remember, you can always refer back to this guide and I’m always here for you to contact along with the rest of the Union staff!

Let’s make 2016/17 an amazing year! Make the most of your time as a committee member and do everything you can for your society and your members. Don’t be afraid of trying new things and have a great time. I can’t wait to hear from you all throughout the year!!!

Best of luck!

Becca x

Activities Officer 2016/17