

SRC

Clubs & Societies

Handbook and Guidelines

2009/2010



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Welcome

Becoming a member of a club or society is one of the many ways to get involved in campus life at Glasgow University. There are currently over 9000 student members of clubs and societies affiliated to the SRC who enjoy participating in a huge array of events and activities. The SRC are here to offer a helping hand both financially and practically.

This handbook is designed to provide useful tips for clubs and societies; new and old. You will find information about formal and informal ways of running your club/society, how to get involved throughout the year in SRC events & training and how to apply and utilise SRC funding. We have modified the Top-Up Grant procedure this year so it's easier for to apply for additional funding.

The team this year are really enthusiastic and will always endeavour to help at any point. All our contact details are at the back of the handbook as well as a list of all the deadlines so you don't miss out!

As part of my position I oversee clubs and societies, so if you have any queries or suggestions don't hesitate to get in touch with me. You can contact me on vp-support@src.gla.ac.uk or 0141 339 8541.

The SRC also has a full-time member of staff, Rebecca Rush, who is responsible for C&S and liaising with the Student Volunteer Support Service in order to provide the best possible support to affiliated C&S. You can contact Rebecca for a Clubs & Societies pack at r.rush@src.gla.ac.uk or on 0141 339 8541.

All 2009/10 Affiliation and Grant forms are now available for download at www.glasgowstudent.net/clubs/info (or you can collect a copy from SRC Reception). Feel free to contact myself or Rebecca at the email addresses or phone numbers above, or pop into John McIntyre Building, University Avenue any time!

Good Luck!



Sophie Hall
VP Student Support

Dates to Remember

Health Week	12 – 16 October 2009
Green Day	28 October 2009
Media Week	9 – 13 November 2009
SHAG Week	30 – 4 December 2009
VCS Week	25 – 29 January 2010
RAG Week	5 -19 March 2010
Awards night	TBC
Deadline for Top-up grant	15 June 2010
Deadline for claims	30 June 2010
Deadline for SRC affiliation	30 June 2010

SRC Services

Affiliation

Affiliated Clubs and Societies all benefit from the following:

1. An SRC C&S Membership Grant
2. A pigeonhole in the John McIntyre Building
3. Free SRC Minibus Hire
4. Free hire of the Williams Room and smaller meeting spaces
5. Chance to apply for Top up funding for specific, events. Items or initiatives
6. Access to a stall at the Freshers' Fair,
7. Space to advertise your club or society on our website at www.glasgowstudent.net

Affiliation takes place throughout the year however the last date to submit an affiliation form is **30 June 2010**. Any Club or Society that does not submit one before this date will not be able to apply for a stall at the Freshers' Fair..

Williams Room

- Free Hire for all SRC clubs and societies
- Available for meetings or events for up to 80 people (**£75** deposit required)
- Audio visual equipment available (additional **£75** deposit required)
- Complete a booking form at SRC reception – provide plenty of notice to ensure your date is free!

SRC Mini Bus

- Free Hire for all SRC clubs and societies (**£200** deposit required)
- 2 Society members **over the age of 21 with no points of their license** must pass the University driving test. These are held on Thursday's at 1pm.
- Please contact SRC Reception to book the test and find out what you need to bring with you
- The Mini Bus cannot be booked until both drivers pass the university test
- At the conclusion of the booking all fuel used must be replaced.
- The deposit will be returned providing the vehicle is clean and undamaged

Deposits

The easiest way to leave a deposit for the minibus or Williams Room is by cheque. We do not cash the cheque unless there is any damage or if the room or minibus has not been left clean. Cheques can either be picked up 3 days after the rental or left for future bookings. The cheque must be made out to GUSRC and updated every six months.

C&S Awards

To thank clubs and societies for the services they provide for students, the SRC hosts the Glasgow University Clubs and Societies awards evening. This gives us the opportunity to celebrate the success and achievements of our Clubs and Societies and acknowledge the commitment of individuals who have worked to achieve that success.

Your club/society will receive an invitation early in the second semester, along with a nomination form, which can also be downloaded from our website (www.glasgowstudent.net). All registered students are free to make nominations, by the published closing date.

The categories for nomination will be;

- Highest achieving club/society
- Best New Society (this is a new award because there are so many new clubs and societies each year)
- Best Event
- Best Publicity
- Best Website
- Exceptional Service Award

The only award to an individual is the exceptional service award; open to students who have shown an exceptional dedication to particular clubs and societies throughout their time at University.

After the date for closure of nominations an independent panel will sort through them and create a shortlist of three in each category and the winner will be announced on the night. Winning clubs in each category will receive an award and small cash prize for their society.

2008/2009 Winners:

- Highest achieving club/society – GU LGBT Society
- Best Event - GU Amnesty International
- Best Publicity – The Cecilian Society
- Best Website – The Ossianic Society
- Exceptional Service Award – Ben Kerr, Chivalric Dream Society

Finance

Grants

C&S can claim grants throughout the year however no forms will be accepted after **15 June 2010**. All forms are available on www.glasgowstudent.net/clubs A panel will meet twice a month to discuss all submissions.

There are two types of grant available to clubs and societies:

Membership Grant

As part of the affiliation process C&S can request a grant based on how many members they have who are registered students of Glasgow University. We request matriculation numbers of all members as we regularly contact members to prevent fraud.

The membership grant banding levels are listed in the table below:

A	Up to 20 members	Up to £25
B	21 to 41 members	Up to £30
C	41 to 80 members	Up to £40
D	Over 80 members	Up to £50

Top-Up Grant

- This process has been designed to help your society achieve its aims set out for the current academic year and the goals for the future
- There is space on the Top-Up form for you to explain why you need additional funding. However, we highly recommend you book a time to make a short presentation to 3 members of the SRC – ‘Dragon’s Den style’ – to give you the best chance to ‘sell’ your claim.
- Your application will be considered by the clubs and societies panel.
- Applications are considered Bi-Monthly
- Regular reminders will be emailed to your c/s nominated address
- The deadline for Top-Up Grant applications is **15th June, 2010**

How is a final decision made by the panel?

- a) Comparison with proposals from other clubs/societies
- b) Quality of proposal and impact on equal opportunities and inclusion.
- c) Past record of club/society
- d) Capacity to manage money
- e) SRC budget for clubs and societies
- f) Contribution to SRC’s overall strategic objectives

Need help with your form or advice on your presentation?

- Feel free to contact Sophie Hall, VP (Student Support), or Chris Buckland SVSS Coordinator (for contact details see page 14).

Any lobbying or attempt to circumvent the applications process may see your application disqualified

If your application is successful all we ask is that you complete a brief feedback form to let us know how you have spent the funding and how your club or society members have benefited.

Bank Account

In order to receive a SRC grant, you must open a bank account in the name of your club or society. Most banks offer accounts suitable for clubs, societies, residents' associations etc. (the SRC cannot make a cheque payable to an individual) These are called **Treasurer's Accounts** and are fairly easy to set up either in branch or online. It is a condition of grant that **at least** two signatures are required to make a withdrawal.

Getting your Money

It is important to note that the membership grant is only payable **against expenses already incurred** by your club and society. Normally this aspect of your grant is used for basic items needed for day to day running of your club (e.g. publicity). You should bring receipts along with a completed grant form to SRC Reception, however claims will not be accepted after **30 June 2010**.

For more expensive, 'one off' items/events you can apply for a **top up grant**. We recognise that club/society members may not be able to afford up front payments where the expense is higher. In this situation there are a couple of options:

- a) Pay for items in advance, as with membership grant, and claim back from SRC. **Make sure, of course, your grant application has been approved.**
- b) Ask for the SRC to be invoiced directly. We will make the payment on your behalf. A lot of suppliers are more comfortable with this option as they are confident of receiving the money. Please contact the SRC reception before making any commitment on the SRC's behalf. We will happily talk to the supplier for you. **Again, make sure your grant application has been approved.**

Other Potential Sources of Funding

There are a variety of other avenues to explore in finding extra support and money for your club or society. Below are a couple of examples.

The University's **Chancellor's fund** has three aims:

- Student Welfare;
- Enhancing The Learning Environment;
- Preserving The University's Culture and Heritage.

Applications are considered *twice each year* and forms can be downloaded from the University Website.

You can find details about **National Lottery Funding** on their website, www.lotteryfunding.org.uk. They also list the contact details of some alternative funding organisations in Scotland and how to apply to them.

Another service we offer is FunderFinder. One of the aims of this free service is to monitor charitable trusts and foundations that offer financial grants to voluntary organisations and community groups within the UK. Ideal for clubs and societies who need that little bit extra! If you would like any further information about FunderFinder please feel free to contact us.

Sponsorship is another way to gather either extra money or discounts for your society. When negotiating, make sure you offer the company different sponsorship opportunities - they might like to pay for society hoodies or stationery with their logo on, but might not be keen on funding a formal dinner. It is also worth providing prospective sponsors with the following:

1. A timeframe of when you expect events to happen,
2. When you will need their help
3. Specific costs *and most importantly*
4. Suggestions how they might benefit from the partnership.

A lot of clubs and societies at Glasgow charge a membership fee. Feel free to collect this from members at any point during the year, but make sure it is advertised when they sign up and make sure all members pay the same amount.

You could even run fundraising events and evenings with current and past members, or run a stall on campus

Running your Club

Running a club (or starting one from scratch) can be quite challenging especially when you're juggling your responsibilities with studying. This section is designed to help you master the basics.

Office Bearers

It is largely up to you how you design the structure of your club or society. However, we ask that you provide details of 3 office bearers on your SRC affiliation form. Generally the titles are –

- President (or Chairperson, or Convenor or similar)
- Secretary
- Treasurer

These will be the main people responsible for your club's operation and finances. For the purposes of this document we will refer to these three positions together as making up your "**Executive**". It is absolutely vital to ensure that there is an effective handover from one year's executive to the next, and that all relevant information and paperwork is given to the new organising committee to continue SRC affiliation and effective running of the society. New presidents should hand in their email addresses so club emails sent to your SRC account can be forwarded to their own account. This forward from your SRC club account will revert to storing the emails every June 30th until we receive a new forwarding address.

The **President** (or similar) is the figurehead of the club. In most cases the President takes ultimate responsibility (although they should remember they have a realm around them- people's egos are often why clubs/societies fall apart). It is a really exciting role because they get to shape the aims of the club for the year. They will usually chair meetings and support the work of other committee members. They should have a fair idea of who is doing what and keep abreast of all club activity.

One of the most important skills the President needs to have is *delegation*- the ability to confidently ask other people to carry out tasks on behalf of the club (but give credit where it's due) whilst keeping morale high and providing leadership.

The **Secretary** of a club is generally responsible for the administration of the club, arranging meetings and taking and circulating minutes and matters regarding the constitution. All correspondence will usually be handled by the secretary such as letting members know about meetings, and handling all correspondence to outside bodies, from formal letters to emails and phone calls.

The **Treasurer's** job is perhaps the most specific. They must keep accurate and up to date financial records for your club and report back to the SRC by handing in annual accounts. They will oversee the club's bank account, and are responsible for recording all sources of income and all outgoings.

The most important thing you will have to arrange is a bank account, and smoothly pass these details on from one treasurer to the next.

Most banks will have a suitable account for a club or society.

Here are some basic Dos and Don'ts:

DO keep track of your bank balance carefully

DO keep all your bank statements and receipts

DO keep a cash book (even as a backup to a spreadsheet)

DO NOT lend any society money to members

DO NOT reimburse a society member unless they provide you with receipts

DO NOT sign blank cheques

Don't panic if you've been elected to one of these positions and don't know what to do. You can always come to the SRC for help. The VP Student Support can advise or arrange a meeting for you with the Student Volunteering Support Service.

Members

Your most important chance to publicise your club is at the Freshers' Fair which is run by the SRC during Freshers' Week. Having a visible presence, and being able to talk to students, is by far the best way to gain and increase an interested membership.

Make sure you have an up to date membership list. It is also useful for a club to have an email discussion list. Your membership list should contain valid matriculation/registration numbers; to be counted towards basic SRC Membership Grant. It is important to make sure that you keep these up to date and accurate as we may contact your members to verify numbers..

Meetings

It's advisable to host regular committee meetings to organise the activities of your club/society. Your first hurdle will be finding a suitable venue, depending on your club, these could range from the pub, to an SRC meeting room the Williams room, or if your society is linked to a department, the departmental secretary might be able to help. Chairing a meeting effectively can be difficult and it helps to have an agenda (usually agreed between President and Secretary). This helps to focus everyone on what needs to be discussed. Taking minutes is also important as it is a way of tracking who is supposed to do what in between meetings ('Action Points'), as well as being useful for anyone who could not attend.

Most clubs host an annual meeting. These tend to happen in semester two and can be as formal or informal as you like. This is your opportunity to let your members know what you have achieved in the year, and it is usually at this meeting that you will elect your new committee. A typical agenda might include:

- a) Welcome
- b) Minutes of Previous AGM
- c) President's Report
- d) Treasurer's report
- e) Election of committee
- f) Any Other Competent Business

Problems

From time to time you may encounter problems, either within your club or with external bodies or individuals. It is important to remember that the SRC is here to help you and can provide a useful source of impartial advice and mediation.

It should be possible to govern your club efficiently and fairly by following the rules you have laid down for yourself in your constitution. There should be a mechanism for taking action against a committee member who is not pulling their weight, or a member who is causing trouble. If you need any guidance with issues you are having with your club or society then please contact vp-support@src.gla.ac.uk

Welfare Weeks

Over the course of the year the SRC host a variety of themed weeks. These are generally aimed at raising an awareness of the services that the SRC and the university offer as well providing students with the opportunity to get involved.

VCS (Volunteering, Clubs and Societies) Week

25-29 January 2010

This year the SRC will be hosting its inaugural VCS Week. Students will be able to display and demonstrate their fantastic achievements and voice their goals for the future. Free training sessions will take place that will cover a variety of topics including ways to design and maintain effective publicity and tips for planning events and trips. VCS Week is also the perfect time to sell your club or society so why not host your own even during this time?

Other weeks we have planned are:

- Health Week (12-16 October 2009)
- Green Day (28 October 2009)
- Media Week (9-13 November 2009)
- SHAG (Sexual Health at Glasgow) week (30 November-4 December 2009)
- RAG (raise and give) week (15-19 March 2010)

If you would like to hold any events or get involved in any please email Sophie Hall on vp-support@src.gla.ac.uk

Useful contacts

Sophie Hall - VP-Student Support

e: vp-support@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Rebecca Rush – Office and Volunteer Support Administrator

e: r.rush@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Chris Buckland – Student Volunteer Support Service Coordinator

e: c.buckland@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Tommy Gore – Clubs and Societies Officer

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a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

****** DON'T FORGET ******

**DEADLINE FOR SRC AFFILIATION
30TH JUNE 2010**

**(if you are not affiliated you will not
be offered a stall at the Freshers'
Fair)**

**DEADLINE TO CLAIM MEMBERSHIP
AND TOP-UP GRANTS IS
30TH JUNE 2010**

**DEADLINE TO SUBMIT A TOP-UP
GRANT APPLICATION IS
15TH JUNE 2010**