



Clubs and Societies Induction

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Session Overview

- Setting up and running a club
- Office bearers responsibilities
- Publicising your club
- Room and mini bus hire
- Dealing with difficult situations
- Safety issues
- Bank Accounts
- Grant Process
- Other sources of funding
- Working with the SRC

Setting up and running a club

- Please make sure that there isn't an existing club that does the same thing as you!
- If you are newly creating a club and/or don't have experience of what is involved, we have some thought starters for you at <https://www.glasgowstudent.net/clubs/start-a-club/>
- All charity/campaigning etc. clubs and societies must clearly demonstrate that students have the active role in organising and running events in SRC affiliated spaces

Office bearers responsibilities

- Minimum of three office-bearers (President, Treasurer, Secretary)
- Matriculated students of UofG
- Responsible for club 'direction', finances, meeting affiliation and grant deadlines
- Updating Anne Bankier with names of incoming Office Bearers
- SRC re-affiliation each September

Recognition for being an Office Bearer

- You will be asked to provide a reflective account of your involvement in order to receive HEAR
- **Remember!** Ensure at handover period that the SRC are updated on new exec, and their contact details

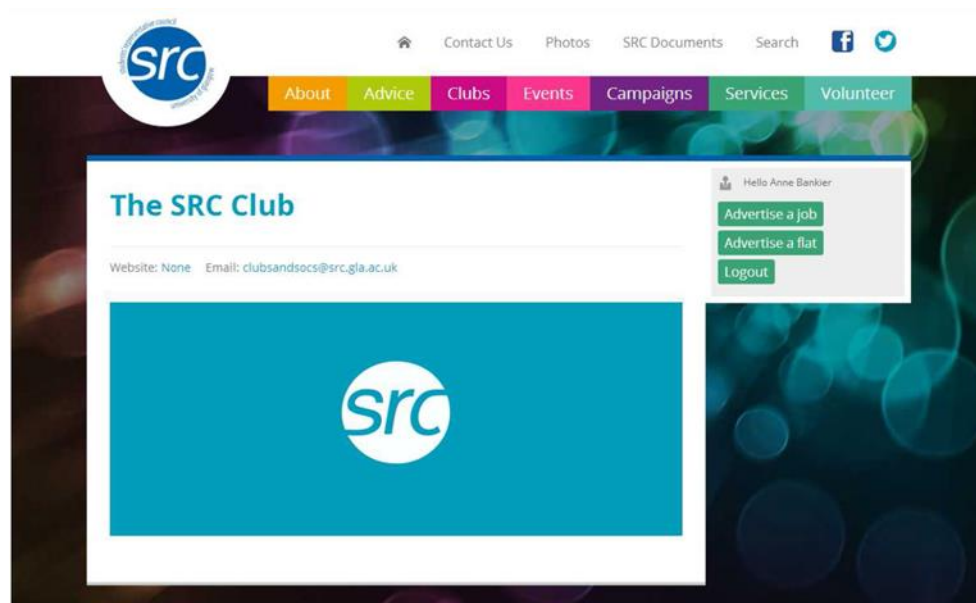


Publicising your club

- SRC Welcome Point screen displays
- Send an electronic copy to clubsandsocs@src.gla.ac.uk.
- Image file (such as .jpeg or .tif), landscape format
- Fresher's Week fair: Clubs/Socs usually get only one day
- Use social media – link to @gusrc/ GUSRC on FB
- SRC Library Space – booked via Rose Marshall

Publicising your club cont'd

- <https://www.glasgowstudent.net/clubs/>
- You have up to 250 words to advertise your club/society. Be creative and descriptive.
- Send your copy to clubsandsocs@src.gla.ac.uk



Room hire

- Williams room is available for £75 deposit(refundable) Holds up to 80 people.
- Has AV equipment and can be set up flexibly
- NO food or drinks
- Eligible to book rooms through the University (CTT). Three office bearers can be nominated to book rooms. Rooms can only be booked using the generic club email address as contact.
- Room bookings at the Unions. Require separate affiliation with the Unions.

Minibus hire

- Free hire for SRC-affiliated clubs and societies (£200 deposit required)
- 2 current students over 21 with full, clean British licence must pass University minibus test
- Both drivers must be on the bus when it is hired

Hiring a minibus cont'd

- The minibus can only be hired by the society, for society activities.
- After use, all fuel must be replaced and paid for by the society.
- If something goes wrong, the President and the office bearers will be held responsible!



Dealing with problems

- Your club/societies responsibility to anticipate how you will resolve internal issues
- Consider making a specific clause in your constitution.
- Best to find amicable solutions “in house”
- The SRC can’t be involved in arbitration

Being safe/managing risk

- Your responsibility to think about any risks involved in your activities, and how you will minimise these.
- You are not covered by the SRC for insurance and will have to organise your own public liability/travel/etc cover.

Grants process

- Considered fortnightly
- Must be made in advance of your event
- If your application is for £200 or more, you will be asked to come along to an informal meeting
- No gifts for speakers, alcohol, trips, meals out, non-essential committee clothing.
- SRC can make the payment for you if the supplier invoices us – this can only be done by prior arrangement
- We now offer a loan for any fundraising event and will expect you to demonstrate your plan to repay this in the given time frame

Grants Process & Claiming

- Quality of proposal and impact on equal opportunities and inclusion
- The club/society's capacity to manage money
- SRC budget for clubs and societies
- Contribution to SRC's overall strategic objectives
- All grants awarded must be claimed by 30th June 2017.
- Provide a proof of display of the SRC logo when required. If your claim is food related we need proof.
- No grants can be paid without a receipt or invoice.
- SRC can make the payment for you if the supplier invoices us – this can only be done by prior arrangement

Bank accounts & financial transparency

- To apply for a grant you must have a bank statement, in the name of your club/society within the last 2 months.
- Ask to open a Treasurer's Account – requires 2 signatures.
- Some banks won't allow 'Glasgow University' or 'GU' in the name. Avoid if possible.
- SRC reception can provide affiliation proof by emailing clubsandsocs@src.gla.ac.uk
- The Treasurer should be able to provide a record of the accounts to members at the AGM

Fundraising

- Important to think of sustainability
- Annual membership fees
- Chancellors Fund -Apply through the University. Applications need to demonstrate their value.
- Various criteria, such as: *promoting academic developments, enhancing the learning environment, enhancing University experience, enhancing the physical and cultural heritage of the University.*
- Bake sales on campus – Lee.McClure@glasgow.ac.uk
- Other fundraising ideas contained in the Clubs & Societies Handbook

Working with the SRC

- Fresher's/Re-Fresher's Week
- International Women's Week,
- Volunteer Week 13 – 17 Feb 2017
- Volunteering, Clubs and Society Awards, 17th Feb 2017
- RAG Activities throughout the year

Contact information

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- Rose Marshall, SVSS Coordinator
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- Anne Bankier, PA to the Permanent Secretary & Administrator
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