



Surrey Societies

Handbook Summer 2019



Key Dates 2019

May

Union Ball 13/05
Team photos- 10/05
New signatories training 8/5
Free Fest- 18/5-19/5
Grad Sport- 18/5

June

End of Year Show- 12/06-15/06
Summer Break- 19/06- 28/09

Meet the Union's Activity Zone Team

Alexa Hughes | VP Activity

ussu.vpactivity@surrey.ac.uk

Jodie Barnes | Student Activities Manager

jodie.barnes@surrey.ac.uk

Activities Administrators

ussu.activityassistants@surrey.ac.uk

Riddhish Mistry | Societies Chair (*Exec*)

ussu.socschair@surrey.ac.uk

Alex Stewart | Team Surrey Chair (*Exec*)

ussu.ts.chair@surrey.ac.uk

Caesar Choueiri | Activity Zone Committee

ussu.activityzone@surrey.ac.uk

Lizzie Rodulson | Activity Zone Committee

ussu.activityzone@surrey.ac.uk

Luke Harvey | Activity Zone Committee

ussu.activityzone@surrey.ac.uk

Elected Committee (2019/20)

Lizzie Rodulson | VP Activity | ussu.vpactivity@surrey.ac.uk

Maya Altamimi | Team Surrey Chair | ussu.ts.chair@surrey.ac.uk

Luke Harvey | Societies Chair | ussu.socschair@surrey.ac.uk

Dec Greaves, Aman Karia & Caitlin Bingham
Zone Members | ussu.activityzone@surrey.ac.uk

Your Committee

Each society is run by a team of volunteer students who form the committee. This committee is elected on a yearly basis at each society's Annual General Meeting (AGM). Each committee must have a minimum of three positions, known as signatories. These positions usually consist of President, Vice-President, and Treasurer. A society may choose to elect signatories that are a variation of this, for example; Chairman, Chairwoman and Treasurer. **All signatories should maintain regular contact with the VP Activity, Activities Manager, and Activities Coordinator.**

The principle roles of President, Vice-President, and Treasurer are outlined below:

President: This position leads the rest of the committee and society for the year they are elected. They are responsible for the development of the society and as such will work on the yearly development plan and budget request. The president will also need to provide support, advice and guidance to other committee members throughout the academic year.

Skills developed: Communication, people management, motivating volunteers, organisation, and delegation.

Vice President: This position works with the President to help achieve the society's aims for the year. They will usually deal with incoming communication, provide secretarial support to the committee and arrange meetings and book rooms or venues. This position will also be responsible for ensuring that members have a valid membership on the website and is also accountable for ensuring member value.

Skills developed: Communication, organisation and time management, and good written skills.

Treasurer: This position deals with the finances of the club, including Own Funds and Budget expenditure. This includes the production of the annual inventory and budget request, as well as ensuring all income and expenditure is accounted for.

Skills developed: Organisation, numerical competency, communication, and trustworthiness

Please note: Each society may have an individual structure to its committee and thus differing responsibilities. Therefore, the above should be treated as a guide. Make sure you have read your signatory agreement (found under [Committee Resources](#) on ussu.co.uk) so you are aware what your responsibilities as a signatory are.



STARS

Student Training and Activity Rewards Scheme

(Subject to change)



STARS is a scheme aimed at supporting your Club/Society and to recognise and reward the amazing activities you do.

Award	Benefits
Bronze	Invitation to STARS Pizza and Prosecco celebration for 3 Signatories Bronze STARS sticker for publicity on banner or other marketing material Bronze Certificate Marketed as Bronze winner in union advertising/website
Silver	Invitation to STARS Pizza and Prosecco celebration for 3 Signatories Silver STARS sticker for publicity on banner or other marketing material Silver Certificate Marketed as Silver winner in union advertising/website Guaranteed Freshers' Fair stall
Gold	Invitation to STARS Pizza and Prosecco celebration for 3 Signatories Entry to prize draw to win tickets to Colours Ball/ Student and society awards for 3 signatories Steve the Stag with Gold Star for each President Gold STARS sticker for publicity on banner or other marketing material Gold certificate Guaranteed Freshers' Fair stall Marketed as Gold winner in union advertising/website Listed on HEAR of signatories

Basic Requirements				
Requirement	Criteria	Bronze	Silver	Gold
Achieve % of Objectives from development plan	Attach detailed paragraph description of how you achieved your objective (what steps did you take) including photo evidence or equivalent of achieving objective	30%	50%	80%
Attend all development meetings (societies) and progress meetings (sports)	All signatory members must be present at all development/progress meetings that are held throughout the year	✓	✓	✓
Host or participate in one charitable club or society event, fundraising a minimum	Attach detailed email of the request for finances to be distributed to charitable organizations.	£100	£500	£1000
Must have 20 members registered on website	Details of at least 20 members on website	✓	✓	✓
Presence at all club/society standings with either one signatory or one committee member as representative	Representatives have signed into every meeting and this is reflective on the attendance tracked by Team Surrey Chair/Society Chair.	✓	✓	✓
Presence at one of the following: Fresher's Fair, Refresher's Fair, Active Fresher's or Societies Showcase	Successfully booked a stall and/or participated- evident via registering for the event	✓	✓	✓
Efficient application & management of own funds	Own funds reflect a positive balance, or there is evidence of positive growth/improvement	✓	✓	✓

As a club/society achieve the set hours required through the Surrey Volunteering platform	Attach email from Surrey Volunteering platform confirming total hours achieved	10 p/m or 200	15 p/m or 300	20 p/m or 400
Run a one-off event as a club/society in conjunction with Widening Participation	Confirmation from the WP department and/or participating school		✓	
Run a series of events or a programme as a club/society in conjunction with Widening Participation	Confirmation from the WP department and/or participating school			✓
Host a non-alcoholic event	Attach detailed paragraph description of your event including photo evidence		✓	✓
Nominate your club/society, another club/society or an individual for colours or student award	Must make reference to which club/society you are nominating on behalf of in the nomination		✓	✓
Evidence of how club/society has helped members develop in terms of personal development/career-wise	Attach detailed paragraph description of how you helped your club/society members develop personally/career-wise including certification and/or photo evidence of the event			✓

Collaboration with another student group or union event

Requirement	Criteria	Bronze	Silver	Gold
Any collaboration with another club/society	Attach detailed paragraph description of how you collaborated including photo evidence	✓	✓	✓
Taking part in any event to promote equality, diversity and inclusivity e.g. This Girl Can takeover, One World Gala or Rainbow Laces			✓	✓
Run your own event in conjunction with a union campaign e.g Black History Month, LGBT history month, One World Week or Zone Campaigns				✓

Have an up to date and engaging webpage

Requirement	Criteria	Bronze	Silver	Gold
Logo of club/society displayed on website	Logo is on both society/club and using the university stag, this fits in with university brand guidelines.	✓	✓	✓
Signatory names & club/society email must be visible on website	Must have details on site (homepage) of all signatory names with club/society email	✓	✓	✓
Detailed description of committee members	You will have names and contact details of all committee members displayed on website, with a description of what they do etc.		✓	✓
Photos of past events on the website (from within past year)	Pictures to demonstrate events & activities club/societies participate in on club/society website. Must be less than a year old		✓	✓
Interactive aspect to the webpage	Evidence of a social media newsfeed or welcome video			✓

Events, Socials & Trips

Events

- All teaching room bookings must be booked through the Union website booking form in Committee Resources. The form gives you options with scope for extra requirements if necessary.
- For Rubix or the Basement these can be booked out for your society to hold parties/ events/socials, be aware you **must** have enough money to cover the bar tab in your own funds in order to make this booking.
- If your event needs sound and lighting please contact stage crew and Ian Lipp (Technical Manager) on ussu.crew@surrey.ac.uk and i.lipp@surrey.ac.uk.
- To book Steve the stag, a union gazebo or the Union Camera please contact ussu.information@surrey.ac.uk . Please ensure that if you are booking Steve you have two volunteers (one to be Steve and one to help Steve get round), give the mascot regular breaks as it can get very hot and be aware of the byelaw 41.2. This outlines rules with regards to not showing Steve in a way that would run contrary to the values of the union (drinking alcohol, smoking cigarettes, involved in lewd acts or in a partial state of undress). Including wearing all parts of the outfit in public/photos.

Guest speakers: To do (no less than 10 days prior to your event):

1. Review the guest speaker policy
2. Complete the guest speaker form
3. Upload the form to the guest speaker folder with the speakers name and year e.g. "Jennifer Aniston- 17/18"

Plasma Screens: To promote your event on the screens around campus please email Zach at z.zarantonello@surrey.ac.uk and ensure that your message/short video will look best on the screens make sure to follow the specifications as set out in the guide.

To book any SSP facilities please email sspbookings@surrey.ac.uk, ensure you email from your society email in order to get outreach prices.

Venue	Availability	Numbers	Fees	
Rubix	Available on enquiry (not Wednesday/Friday evening during term time)	300-1500	Bar Tab- £1500	Max Charge if bar tab not met- £700
Basement	Available on enquiry (not Wednesday/Friday evening during term time)	80-250	Bar Tab- £650	Max Charge if bar tab not met- £350
Treetops (Wates House)	Weekday evenings during term time	20 – 60 people	Free - Minimum spend will apply (contact HCCS for more info)	
Hillside	Evenings and weekends during term time	100 – 300 people	Free - Minimum spend will apply (contact HCCS for more info)	Extra fees will be added for staffing costs
Heart and Soul (Manor Park)	Non-exclusively during term time and exclusively in vacation time	Up to 100 people	Free - Minimum spend will apply (contact HCCS for more info)	Extra fees will be added for exclusive opening
Starbucks Lounge	Evenings and weekends during term time	Up to 90 people	Free	
The MPR Suite (Manor Park)	Evenings and weekends during term time	5 – 30 people	Free	

Socials

Bar Crawls:

If you are looking to book a bar crawl then you will need to complete the following steps.

1. If it is your first bar crawl then you will need to fill out a risk assessment form.
2. For every bar crawl, you'll need to submit a bar crawl submission form, a minimum of 3 days in advance. If you are having any difficulties with this form then please contact Jodie Barnes, Activities Manager on: jodie.barnes@surrey.ac.uk
3. If you are looking to finish your bar crawl in Rubix, then please take a look at the 'Bar Crawl w/ Rubix' form on the website.
4. All students participating in a bar crawl should be aware of the Bar Crawl Policy.

All of the forms/policies referred to in 1-4 above are available on ussu.co.uk/activity/resources (you will need to be logged in).

To book tickets for Rubix or the Basement or to run your own night please email Jade.Johnson@surrey.ac.uk from your society email address.

Please be aware if you are planning a bar crawl for more than 100 students you must arrange with VP Community (ussu.vpcommity@surrey.ac.uk) for buses going from/to campus. We suggest including £1 bus ticket in the bar crawl cost.

Trips

- UK Day Trip
- UK Overnight Trip
- Trip Abroad (tour run)
- Trip Abroad (independently organised)

When planning a trip, take a look at all the forms and information found under the 'Event & Trip Planning' section in ussu.co.uk/activity/resources. You will need to fill in the relevant form depending on your trip type.

If you are looking to go on a trip either locally or abroad, then the Union has a fleet of vehicles, including a 7 seat car, 9 seat minivans and 14 seat minibuses. If you would like to book these then please fill out the form found ussu.co.uk/activity/resources

Any queries regarding transport services, please contact: ussu.transport@surrey.ac.uk

*drivers of any of the Union vehicles will either need to be registered with the Union insurance or have taken the relevant driving test. These will need to be done well in advance of any trips. Please book these by contacting the transport email detailed above.

Standing out on Social Media

Pick the right social networks

Facebook? Twitter? Instagram? Snapchat? Or all of the above? Consider which social networks suit your society best. Although the temptation may be to make an account on all platforms; think carefully whether this would really benefit your society, or if you would simply be copying and pasting content between platforms.

If you have chosen to use multiple platforms, think about a different purpose of each, for example:

- A Facebook page to inform of event dates, how to get involved in the Society, and information about the activities you get up to.
- An Instagram account showcasing photos from previous events and socials.

Know who it is you are targeting with each post

Although you may be always looking for new members, be careful not to have your posts come across as only marketing to prospective members. Make sure your current members feel loved too, after-all, you wouldn't be a society without them!

On the opposite end of the spectrum, if your posts feature too many 'inside jokes' and references only members will understand, prospective members may feel isolated. Try to strike a balance.

Have your followers feel involved by making your content interactive. If somebody sends a nice reply, favourite or re-tweet it; if another club follows you, follow back! Engage, engage, engage.

Pictures Pictures Pictures

A picture is worth a thousand words and can make a far greater impact on your followers than a body of text. Look at the following examples from the same society, SteveSoc: which would you scroll past and which would you take a minute to read?

SteveSoc will be holding our Freshers' 'Welcome to Surrey' BBQ on Tuesday September 25th at 6pm at the University Lake. Please bring £2 to eat. Vegan and Halal options



You don't have to be media-minded to create eye-catching graphics for your club. Websites such as www.canva.com can do all the work for you; all you need to do is choose the words!

It's also encouraged to have a photo of your committee members visible on your social media too as this helps put a face (or faces!) to a club.

Reoccurring posts

Continuity can help in giving your club an identity and personality: whether it be through using the same colour theme on all your Instagram photos; having the same 'voice' throughout posts or having a monthly update post with a catchy name i.e. 'The SteveSoc Summary'.

If you are using Twitter, be sure to check out what's trending. If there's a fun hashtag going around, see if you can contribute if you can make it relevant to your club. #WednesdayWisdom and #MondayMotivation tend to trend every week and are good places to start.

Be in the know

Keep up to date with what's occurring in the Union, the town and in the social media world in general. This way you can post content that's relevant to what's going on in your members' lives. Remember the mannequin challenge and the ALS ice-bucket challenge? If a similar fete comes around, consider taking part as a club!
Be nice!

It may seem obvious, but ensure that your posts come across as warm and friendly! Humour and sarcasm can be harder to interpret online so having a jokey 'beef' with another club may be best avoided, even if you are both in on the gag. Avoid the use of swear words in any context as these can come across as aggressive and are may be considered offensive to some of your followers.

Advice

For more help and advice on the best ways to utilise social media contact the Digital Communications Assistant, Izzy Watkins at ussu.digitalcomms@surrey.ac.uk.

Society Standing

When do they take place?

These are typically on the first Tuesdays or Thursday of the month 18:30-19:30, LTD.

**It is compulsory for at least one signatory to attend, emails will be sent to society emails with details of location and any other updates.*

What to expect?

union news **ACTIVITY** Ratification
policies **OPPORTUNITIES** represent
feedback VOICE support **training**
networking UPDATES

From the Bylaws:

The society standing is the forum for all society representatives and signatories to come together and discuss society issues. Membership of the full standing committee is open to committee members from all fully ratified societies. Each group may have one vote on the full standing committee.

Starting a new society

1. Ensure your proposed sport or society is not listed as dormant. If it is, don't worry, email VP Activity to hold an EGM and reinstate the club/society.
2. If it is not already dormant you will need to find at least 20 other students interested in your proposed society.
3. Ask the 20 students to complete a form with their name, Surrey email, URN and signature; scan this in and fill out the 'New Society Action plan', finally send both forms to VP Activity (ussu.vpactivity@surrey.ac.uk).
4. VP Activity will invite you to a zone meeting to present your ideas to the Activity Zone, the zone will either vote to give it zone ratification status or ask you to go back and reconsider the proposal.
5. If zone ratified, you'll need to book an Annual General Meeting (AGM) to elect the society committee (President, Vice-President, Treasurer). All AGMs must be advertised for at least 2 weeks.
6. You will then be invited to Sports or Society Standing to request full ratification (approval).

Changing your Society Name

To submit a formal name change a group must submit a petition of at least 20 full members to the VP Activity. Once received, the name change and revised group aims (if applicable) will be presented at the relevant standing and voted upon with a majority required to accept the name change.

#StayingAlive

It's really not that hard to avoid dormancy. Make sure you do these 4 things to #stayalive

1. Complete and submit your annual report on time and in the correct format
2. Book an AGM during AGM season between March 4th- May 7th, advertise it at least 2 weeks in advance and get at least 10 people (or half your membership, whichever is the lowest figure) to attend.
3. Attend mandatory training or send apologies with legitimate justification for non-attendance.
4. Have 3 signatories, if for some reason a signatory must resign/step down the club will need an EGM, these can be booked at ussu.co.uk/voice



New Committees

Development Plans

Once the new signatories have been appointed you will be asked to complete a development plan. The development plan is to get an idea of what you want your society to achieve throughout the year. You will be asked for three aims/objectives that you want to meet and how you will do this. You will then have a development meeting with the activity coordinator each semester to go through these and see how the union can help you if you are struggling to meet them.

The criteria for society budget allocation can be found here (scroll to the bottom of the page)-

ussu.co.uk/activity/resources/Pages/Club-Budget-Allocation-Criteria.aspx

Signatory Agreement

Following AGM/EGM, all new signatories must agree to the signatory agreement which outlines their responsibilities for the year. These include, for instance, management of finances, booking rooms or external speakers, and liaising with the Union in relation to external affiliations and legal agreements.

Money Money Money

Nearly all societies will have two accounts of money: Own Funds and Budget. It is worth noting that as a subsidiary group of the Student Union (which is a registered charity) you must also act like a charity. This therefore means you should invest any money you get, back into your members/society.

All banking MUST go through the Students Union.

How to use your Own Funds

Deposits:

It is extremely important to manage your society's funds correctly. All society money MUST go into your own funds account and NOT into a personal account. Payments made into own funds can be by cash, cheque, bank transfer or credit card.

Continued overleaf...

This can be done using:

- **Sage Pay Online:** You can set up a payment group online via the USSU website to take collection of funds from members, found through the signatories' panel on the website. This is a simple and secure way for members to pay for tickets and memberships (known as setting up a 'product').
- **Cash:** You can deposit cash directly into your own funds in the finance office during office hours. This can be done through the cash machine next to the Sabb office- you'll need to organise a time to get your user number for the cash machine from the Finance team so that you can deposit cash.
- **Cheque:** Address the cheque to 'USSU' only, as we only have 1 bank account for all sports and societies. Cheques shouldn't feature your sport or societies name.
- **Withdrawals:** Any registered Surrey Student can make a request of a withdrawal from Own Funds or Budget, online via the USSU website. However, the request will not be actioned by the Finance Department until 2 out of the 3 signatories have approved each transaction (and also by the VP Activity/Student Activities Manager in the case of Budget).

All requests should be made online.

If you click on the blue 'new document' hyperlink, it will open up the "Withdrawals Form":

The screenshot shows a web form titled "Own Funds Withdrawal Form". At the top, it says "Please use the form below if you would like to withdraw money from your club or society accounts. You can also use this form to request cheques and bank transfers." Below this, it states "All requests for withdrawals will have to be approved by 2 signatories of the committee and your relevant additional officer will be notified." The form is divided into sections: "ACTIVITY DETAILS" with fields for "Funds Source" (radio buttons for "Own Funds" and "Budget"), "Activity" (a dropdown menu), "Status" (a text input field), and "Current Balance" (a text input field). A section titled "Please select the relevant section, you can only select one section per form" contains five radio button options: "Click here to request a Cheque", "Click here to request a bank transfer", "Click here to request cash", "Click here to use the credit card", and "Click here to raise a Purchase Order". Below this is a section for "If you are paying an invoice please attach it here" with a "Click here to attach a file" link and a "Withdrawal Amount" text input field. At the bottom of the form is a "Submit for approval" button labeled "Submit Request". A footer note says "Once you have submitted the request you will need to wait for approval, you will be emailed once approval has been approved or rejected. You will not be able to submit this form if you are requesting to withdraw more than your current balance. Remember that you can view your current statements online. For any queries please contact the Membership Services Finance Office on 01252 899622."

Cheques If you need to pay via cheque then click on cheques and then fill in the information as seen. You can collect it from the SU (you must bring ID) or alternatively you can tick the box and get it posted to you.

Please select the relevant section, you can only select one section per form

CHEQUE

Cheques will be ready for collection on Fridays if approved by 9am Wednesday.

Amount

Payable to

Post?

Address to post to

Please have an account to bank transfer

Bank Transfer (BACS) This will directly pay a supplier or a member of your sport or club once approved. Make sure that you put the beneficiary name that's on the card. It's also highly recommended to have a suitable reference, so that you and the Finance Department know what the payment is for- an invoice number and description of what was bought would be good.

BANK TRANSFER

Bank transfers will be made on Tuesdays, requests must be approved by 9am Monday and take 2 working days to clear. The minimum amount for a Bank Transfer is £5.

* - Amount/ Beneficiary/ Account/ Sort code are Mandatory for Bank Transfers

Amount*

Beneficiary* ** Max 35 characters

Bank Account* ** 8 Numbers, No Spaces

Sort Code* ** 6 Numbers, No Spaces

Reference number if required (e.g. invoice)

Cash You can request to have a sum of cash given to you from your account. This would be collected from the Students' Union- you must have official photographic ID.

CASH

Cash will be ready for collection the next business day once approved (amounts over £500 will take 3 days)

Amount

Name for Collection

Credit Card If you have a large order of things to buy and don't think it makes sense to push it through a personal account, it could be worth paying via the credit card. Much like Cash, you need photographic ID to collect the card and this will only be available via collection from the Student Union. Any misuse will be investigated.

CREDIT CARD

The credit card will be available for use immediately after approve (subject to availability and opening times)

Amount

Name for Collection

Purchase order This is the recommended method of paying for anything for your society. Create a purchase order on the form. Once approved, you will be emailed a Purchase Order number (PO number). You then give this to your supplier and tell them to send the invoice to the Union at ussu.finance@surrey.ac.uk, who will then pay and sort out the rest of the payment for you.

PURCHASE ORDER
Once approved you will be able to give your supplier the Purchase Order number (emailed to you) and they will be able to invoice us. Invoices will be paid within 30days of being received.
Invoices **must** be made out to **University of Surrey Students' Union** and should be sent to:
Accounts Payable, University of Surrey Students' Union, University of Surrey, Guildford, GU2 7XH

Amount	<input type="text" value="£123.45"/>
Name of Supplier	<input type="text" value="ABC ltd"/>

If you have already been given an invoice, make sure to attach the invoice to the Withdrawal form and also email the invoice to ussu.finance@surrey.ac.uk

When done, just click submit request. You will then be emailed when your request has been approved or dismissed.

If you are paying an invoice please attach it here	<input type="button" value="Click here to attach a file"/>
Withdrawal Amount	<input type="text" value="£123.45"/>
Submit for approval	<input type="button" value="Submit Request"/>

If you need to create a sales invoice, you must contact the Finance Office at: ussu.finance@surrey.ac.uk. The Finance Office is open Monday to Friday 8.30am- 5pm

Raising funds/Additional sources of income:

- Membership fees
- Fundraising e.g. bakesale or crowdfunding. You can book a stall in the library foyer using the Room Booking Request Form.
- University's Forever Surrey Fund, where amounts of normally no more than £10,000 can be granted. Applications for this funding usually open in late February for disbursement in April.
- Request Zone funding Zone Finance Request Form for a one-off event.
- Some societies seek additional funds through sponsorships. Please note that you must never sign a sponsorship contract without getting it cleared from the Union first.

Volunteering

Volunteering offers societies the chance to engage with the local community and with the launch of the new volunteering platform there is a bigger variety of opportunities than ever for societies to engage with.

How to volunteer as a society:

1. Go to: surreyvolunteering.com
2. Each individual from the club must sign up to surreyvolunteering.com
3. Each individual that wishes to volunteer for the opportunity must sign up to the opportunity
4. Once you have volunteered log your hours on surreyvolunteering.com

Any questions on volunteering or surreyvolunteering.com please contact:
i.handy@surrey.ac.uk

Key opportunities to look out for:

- Freshers' Angel/Super Angel
- Colour Run
- Widening Participation
- Community Reps
- RAG Fundraisers
- One World Week Olympics
- Varsity Volunteer
- This Girl Can Sports Park Take Over (Female only)

All these opportunities will be signed up via surreyvolunteering.com



Raising and Giving

Raising and Giving (RAG) is the brand under which all fundraising should occur within a club for any charitable cause. All cash raised should be brought to the finance office and put into the RAG account. You must then email ussu.finance@surrey.ac.uk with the following:

- Who raised the money?
- How much was raised?
- Which charity is the money for?
- How do you want the money sent to the charity (e.g cash, bank transfer)

The RAG account will send the money to your chosen charity.

Any questions on RAG please contact:

ussu.vpcommunity@surrey.ac.uk





The University of Surrey
Students' Union