



SOCIETY YEAR FORM

In association with the Ravensbourne Student Union

Welcome!

You have this form as you've decided to take the bold decision of taking the lead in a club/society. First of all, I'd like to say thank you! Running a society is hard work but it benefits you and the Ravensbourne student community.

Clubs & Societies are great way to start building relationships with students, lecturers, and businesses and the Student Union is proud to support you in this process. You're not alone and once you have the right systems in place you'll see it's as *easy as pie*.

You are in control. Clubs and societies are student-ran and student-led, the only people who can fire you are your fellow society members so treat them nicely but remember to have fun! There aren't any limitations to the type of societies or clubs you can have so be creative and make use of what you have.

Please Note:

All items filled in this form are not fixed and can be changed throughout the year. This is a simple guide to help you plan your society ahead of time and allows us to know the best way to support you.

So don't stress. Just sit back and fill with whatever feels right in the moment. If you need any additional help the Student Union is there to support you with your application.

THE BASICS

This is a short introduction of your society/club in order for the Student Union to update our database, feature you on our website (ravesu.ac.uk), and allows you to introduce yourselves.

What is your society/club name?

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Give a description of your society/club

This will be featured on our website so please check for any spelling mistakes, typos, and accuracy.

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Would you like to be identified as a club or a society?

Please note there is no difference between the two and is simply a preference.

Society

Club

SCHEDULE - REGULARS

This is discussing how often your society will meet so you can arrange your year schedule ahead of time. This is extremely important if you require special equipment or room bookings. All room bookings and purchases need to be made with a 28 day leeway, this is not taking in consideration risk assessments. A bonus with working with the Student Union is that you're able to book rooms in advance & bulk.

Provide a brief explanation of the activities you'll be performing

This is about your regular meet-ups as a club/society. Additional events & socials will be on later pages.

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How often will you be meeting?

- Once a month
- Twice a month
- Every week
- Twice a week
- Other:

Where will you meet?

- On-Site Ravensbourne (We shall consult you on room bookings to match your needs.)
- Off-Site (External Companies)
- Online

SCHEDULE - REGULARS

When in the academic schedule will you meet?

This is based on the undergraduate schedule. Your members might also belong to post-graduate and further education courses.

- Term times (32 weeks)
- Term times + Holidays (40 weeks)
- Term times + Holidays + Summer (52 weeks)
- Other:

What day of the week will you meet?

You may choose more than one.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

SCHEDULE - SOCIALS

Your society/club members might wish to meet-up outside of the regular activities to network and get to know each other better. These activities will probably be more casual such as parties, dinner outings, or field trips. (These are **not** covered by our Match Funding grant but we can provide drinks + food such as pizza/donuts/etc.) Socials are not a requirement and are just a fun addition to your schedule. Your society might even be entirely dedicated to social events therefore this section does not need to be filled out.

Will your society/club have socials?

Yes

No

If Yes: How often would you like to host these events?

Once a week

Once a month

Once a term

Once a year

Other:

SCHEDULE - FUNDRAISING EVENTS

In order to acquire extra funds, it might be wise to host fundraising events. Fundraising events can include items such as cake sales, ticketed events, merch/art sales, etc. Fundraising events can be held off-site however SU approval and risk assessments are required (these events are **not** covered by our Match Funding grant but we can provide drinks + food such as pizza/donuts/etc for ticketed events and other support.) Fundraising **have** to approved by the SU prior to taking place and funds deposited to your society account.

Will your society/club have fundraising events?

- Yes – The world runs on money!
- No - We're thrifty.

If Yes: How often would you like to host these events?

- Once a week
- Once a month
- Once a term
- Once a year
- Other:

SCHEDULE - RECRUITMENT EVENTS

Your club/society can recruit individual members throughout the year as it sees fit. However, if you're finding yourself short on members and believe you could benefit from bulk recruiting, events dedicated to recruiting new members could prove to be beneficial. The Student Union regularly host one recruitment event in a year during our fresher's fair however we recommend society's hosting 3 recruitment events throughout the year.

Will your society/club have recruitment events?

- Yes – Bigger is better.
- No – We only need word-of-mouth.

If Yes: How often would you like to host these events?

- Once a week
- Once a month
- Once a term
- Once a year
- Other:

SCHEDULE - MAJOR EVENTS

Your regular events are great but members of your society might enjoy larger events to work towards to! For examples; football championship, competitions, society exhibition, society holiday abroad, to name a few events society's have organised in the past. It's best to advertise them at the start of the year to get students excited and working towards a common cause. We don't dictate these events and they can be as big as you wish. These are covered by our match-funding scheme so take advantage of it! We recommend atleast **1** major event.

Will your society/club have major events?

- Yes – We've got BIG plans!
- No – But we might change our minds later.

If Yes: Please name your major event(s) and what they involve

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KEY DATES

While we don't dictate what your society does or when they meet, there's a few key dates you need to remember.

LVL 4 Fresher's Fayre (mandatory)

Date: First Wednesday of the Academic Year (29th September 2021)

The annual Fresher's Fayre is the first time new students will be engaging with society's and business' aligned with Ravensbourne. This is a great recruiting event to acquire new members especially first years.

Society Elections (mandatory)

Date: Last 2 weeks of May (16th May - 31st May 2022)

In order to maintain society's longevity and ensure they renewed the following year the SU will now be hosting annual society elections. The members may run for President or Vice President of the society or any other relevant society roles. Candidates will be expected to submit a short manifesto and encourage their members to vote.

LVL 4 Society Parade (mandatory)

Date: November (DATE)

This year we will also be hosting a society parade for all society's to host their own stall and market themselves to students while society's who participate in the Fresher's Fayre will have first choice of students, the Society Parade is great second option. It'll be the society's responsibility to design a stand that represents them.

Society Renewal Deadline (mandatory)

Date: Last Weekday of June (30th June 2022)

In order to ensure the next Student Union team is aware of your society, requirements, and undertakings, you must resubmit this form at the end of the year to update any changes you wish to undertake to su@rave.ac.uk and the Society officer m.desfontaine@rave.ac.uk.

Students' Union's Monthly Society Meetings (mandatory)

Date: Last Friday of every month (Flexible)

Meetings with the Student Union are mandatory as it is our responsibility that you are meeting the Ravensbourne Code of Conduct. Meetings will usually consist of you submitting a members update, financial report, activity report and allows you to make any schedule changes so we can get you the equipment you need. **Missing 3 or more meetings could lead in the termination of your society.**

FINANCE - MATCH FUNDING SCHEME

HOW DOES THE MATCH FUNDING SCHEME WORK?

For every pound you raise, the Student Union will match pound-for-pound in your society bank.

AM I ALLOWED TO KEEP THE MONEY I RAISE?

Nope! The money doesn't belong to you, it belongs to the society which is why any money you raise for your society must be submitted to the university's Finance Department via the Student Union. This is how we can match the amount you've raised with our budget and also make sure you're not stealing from your members. Additionally, we ensure that money is carried over to the next year's society Presidents. Keeping any money from other students designed for the use of an official or unofficial society is against our Code of Conduct and if discovered will be met with disciplinary action.

HOW AM I MEANT TO BUY THINGS IF YOU HAVE THE MONEY?

You must make a purchase request. This is why we've implemented the financial year planner, to make it easier for you and for us. Buying products/services as a university allows us to get exclusive discounts and advantages. We also protect you from any businesses that wish to take advantage of you.

FINANCE - MATCH FUNDING SCHEME

WHAT DOES THE MATCH-FUNDING SCHEME APPLY TO?

REGULAR SOCIETY ACTIVITIES

Regular society activities are covered by the match-funding scheme to ensure the members' wellbeing and happiness with your society. Most activities are considered in relevance to your society. Examples of eligible activities:

- Sports club who need access to courts/pitches
- Activism groups who would like workshops and speakers to attend their society
- Art society's who would like access to materials and printing services

MAJOR EVENTS

Major Events are great and beneficial to a society things like Ski trips abroad for Skiing societies, Cannes Film Festival for film society's or League cost for sports societies are all great things that we love to support! Examples of eligible activities:

- Exhibition Set-Up costs
- Travel & ticket expenses
- Tournament fees
- Competitions entry prices & equipment

EQUIPMENT

If you need specific equipment to support your society, let us know! Things from uniforms, to art supplies are also covered. We can also find-out if another department has access to what you need and are willing to buy it for you and the University.

CULTURAL/MINORITY SOCIALS

Society's dedicated to minority group representation such LGBTQ+, ACS, Islamic Society for example are covered by the Match-Funding Scheme.

WHAT DOESN'T THE MATCH-FUNDING SCHEME APPLY TO?

SOCIALS

Events for your members to get to know each other outside of your usual activities are great however we can't promise you funding to eat at the Ritz (unless you're a food blogging society) or your tickets for a night-out. We can get you food supplies for parties on-site or contact local business to get you discounts and arrange your bookings. There are exceptions and socials which do qualify but these will need to be discussed and proposed at the SU's Monthly Society Meetings.

RECRUITMENT EVENTS

Recruitment events are not a requirement for your society and the SU already hosts event(s) at the start of the year to help grow your society. Any additional growth will need to be invested with your society's time and money. How we can help:

- Advertising your event on our website, social media channels, and SU App
- Printing posters & leaflets for free
- Supporting you with food and drink (on-site only)

FUNDRAISING EVENT

Fundraising events are a way for you to acquire funds to get more money from our match-funding system, therefore it'd be a *little* strange to pay you to make money. How we can help:

- Advertising your event on our website, social media channels, and SU App
- Printing posters & leaflets for free
- Supporting you with food and drink (on-site only)

FINANCE - PLANNING

Fill out the financial year planner separate from this document to get an estimate of what you'll need. Use the questions filled out above to help you in this process. If you need help please feel free to contact the SU society officer.

TOP TIPS

If you are meeting off-site/on-site for regular activities and require an external venue:

Under name: [Venue name/type]

Quantity: Use answer from "When in the academic schedule will you meet?" (e.g. 32, 40, 52) then multiply by answer from "How often will you be meeting?" (e.g. once a week x1, twice a week x2)

Price: Allow an estimate for the company you're looking at but this will be reviewed by the SU team to see if we can get you additional discounts. Put the price in £0 if on-site.

Use the above methods for equipment that's booked regularly from the kit-store or rented from external providers. This will help keep track for when you have to submit risk assessments.

TALKS / WORKSHOPS / SPEAKERS

If your society intends to have talks you're welcome to invite speakers and sessional to your workshops. Please note these will need to be invited a least a month in advance. Many speakers can be acquired for free as well as workshops via charitable organisations. However, if you find yourself needing to pay a speaker this is what we recommend.

Standard Speaker rates for society's:

1-2 hour: £75 - £125

We recommend you invite non-member's to these talks to expand your reach.

MAJOR EVENTS / SOCIALS / FUNDRAISING / RECRUITMENT EVENTS

When budgeting for major events or end of year events, there will be a lot of items to consider and we will provide you with a checklist closer to the time. Simply name your big event and input an estimated budget. Here are some example estimates we recommend;

Please note: these are not mandatory budget but guides in place to help you plan financially.

Parties/Events (Consider venue, DJs/Performers, catering, security, decorations) - In-Person:

Under 20 guests - £75 - £200

Under 50 guests - £200 - 500

Under 100 guests - £400 - £750

Extra Large Events - £750 - £2,000

Competitions Entry Fees:

Have fixed costs for group submissions so don't be afraid to look them up.

Holidays, Roadtrips, Outings:

Cost of an individual ticket x (Current number of members + 10)

Add a separate entry the travel costs

Add a separate entry the activities costs

Exhibitions (display costs, food, music, entertainment, competition prizes):

Under 20 exhibitionists - £75 - £250

Under 50 exhibitionists - £150 - £500

Under 100 exhibitionists - £300 - £800

Extra Large Events - £500 - £2,000

FINANCE - MEMBERS FEE

Now that you've done your financial planning, you might notice that running a society can be quite expensive! This is why we recommend implementing a member's fee or a donation entry to help you cover the cost of your society. This is not mandatory but can help you run a better society.

Will your society/club have a member's fee or donation entry?

- Nope - We can function without it.
- Yes – We shall implement an annual membership fee.
If you choose to have a membership fee, you must advertise to your members what that fee will cover and apply it to all members. Example: Annual Member's fee, £10
- Yes – We shall implement a donation entry.
If you choose to have a donation entry, you must advertise to your members that the donation is optional and are welcome to submit more or less than what is recommended. Example: Recommended donation entry, £5

How much will you charge?

RECOMMENDED PRICES

£5-10

An appropriate amount if your society is mainly on-site, uses a small amount of art supplies or has occasional guest speakers/workshops. This is the most common and successful entry fee.

£10-20

If you have an intensive workshop/guest speaker programme and some Major Event(s) we recommend this pricing.

£20-£50

Be mindful that this price range might deter a lot of potential members but if you mainly work off-site and pay for different venues regularly, we recommend getting your members to invest.

£50+

So you're bougie-bougie? This price will deter a lot of your potential audience but if your giving value-for-money there's no reason why it wouldn't work. Know what you're selling and make it clear to your members.

We will charge £

COMMUNICATION

Communication is important and vital to ensure your members knows what going on with your club and society as well as recruiting more members.

NEW MEMBER SIGN-UP

What you will need:

- Name
- Student ID number
- Student Email Address

This information will need to be submitted at the monthly SU Society meetings, this helps track the success of your society.

Think about sending your members a confirmation email to say they've successfully joined the society with a link to your communication channels.

Please note: If you requests more details from your members such as personal email addresses, phone numbers, home address, etc you may need to be GDPR trained and checked so please notify us so we can ensure you are following the new laws & regulations.

How will you contact your members?

You may choose more than one.

- | | |
|--|--|
| <input type="checkbox"/> Email | <input type="checkbox"/> Facebook Messenger |
| <input type="checkbox"/> Official Ravensbourne
Discord <small>(we set-up a channel)</small> | <input type="checkbox"/> Facebook Group/Page |
| <input type="checkbox"/> WhatsApp | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Instagram | |

How will you advertise your society?

You may choose more than one.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> RaveSu website | <input type="checkbox"/> Snapchat |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> TikTok | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Facebook | |

Will you have a shared events calendar?

This is a great way to update your members easily so they're notified automatically and have it on their phones. We can help you set-up.

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

OFFICERS

Officers are an essential framework for the smooth operations of your society. If you are a new society the founder will automatically be the President of said society and are able to appoint their Vice President. At the end of the year Society president's will be elected by your society members. *Items in black are mandatory.*

President

Name:

Student Email:

Student ID:

Vice President

Name:

Student Email:

Student ID:

Secretary

Name:

Student Email:

Student ID:

Treasurer

Name:

Student Email:

Student ID:

Social Secretary

Name:

Student Email:

Student ID:

Sponsorship Officer

Name:

Student Email:

Student ID:

Recruitment Officer

Name:

Student Email:

Student ID:

Marketing Officer

Name:

Student Email:

Student ID: