**Clubs and Societies FAQ**

**Q: Where do I get funding for my society?**

A: Funding for clubs and societies is all provided by the Student Information team from your campus. The Students’ Union will provide the Funding Request form when the application for your society is received. The form can also be found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society). The form needs to be completed and submitted to your local Student Information team to review. They will initiate contact with you to discuss further as needed.

When completing the form, please consider the following:

* Is the funds being requested appropriate for the activity of the club/society
* How will the financial contribution of the University be subsidised by the members, i.e. will a fee be charged to join the society, will a fee be charged to attend events or sessions?
* Funding should benefit as many students on campus as possible
* Please ensure as much detail is included as possible. If it is too vague, you will be contacted to update and provide further information which could impact the request being approved. For example:
* Full cost break downs for activities and any requested purchases i.e. required equipment
* Costs per head / quotes received for activities or events
* Costs for relevant instructors, subscription or pitch hire
* To enable budget planning, details and costs for as many future activities or events as possible
* Identify any potential additional fees or requirements i.e. is there a minimum requirement of registered attendees before event can go ahead. Consider potential required deposits and cancellation timescales / fees

**Please note, funding is cannot be used for external speakers, gifts or alcohol**

It is at the discretion of your campus Student Information Hub team to provide funding for all clubs and societies. They may request further details from the society.

**Q: Can I put on events for my club/ society?**

A: Yes, you are able to put on events for your club or society. These events should be inclusive and open to all students on your campus. Events can be held on and off campus, as well as virtually. You should liaise with your local Student Information team when you planning an event. Events can only go ahead once the appropriate documentation has been completed and approved – more detail below.

**Risk Assessments -** A risk assessment must be completed and approved prior to an event going ahead. The Students’ Union will provide the form when the application for your society is received. The form can also be found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society). The form must be completed and submitted to Student Information for approval no later than **10 business days** prior to the date of the activity or event.

**External Speakers -** Students will need to inform Student Information of any external speakers/visitors that are intended to attend an event. As per the risk assessment, an ‘External Speaker form’ must be completed and submitted for events where this is the case. Students’ Union will provide the form when the application for your society is received. The form can also be found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society). The form must be completed and submitted to Student Information for approval no later than **10 business days** prior to the date of the activity or event. Once approved, Student Information will make the appropriate arrangements.

**Right to Work check -** If you are using an external supplier to provide a service, e.g. fitness class, and the instructor is a sole trader, a right to work check needs be conducted prior to the first lesson. Your Student Information team can provide support on this. The Right to Work check should be submitted along with the risk assessment form no later than **10 business days** prior to the date of the activity or event.

**Room Booking –** To book rooms on campus, you should contact your Student Information team. If your event is to be held virtually, please contact the Students’ Union who will provide access to their Zoom account. You will need to secure a space for your event to take place. If you intend to conduct your event on campus you will need to contact your Student Information team to secure an appropriate space on campus for the event. If you are looking at hosting your event off campus it is your responsibility to organise the booking of that space.

Work with your committee to plan each event well in advance to allow yourself time to plan the detail of the event and have sufficient time to promote the event to your members.

Please note that events cannot be authorised or promoted until a Risk Assessment and, if applicable, the external speaker form has been submitted, reviewed and approved by student information no less than 10 business days before the event.

**Q: How do I complete a Risk assessment?**

A: A risk assessment must be completed for any event to go ahead. Students’ Union will provide the form when the application for your society is received. The form can also be found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society).

The risk assessment must be submitted to your Student Information team no later than **10 business days** before the date of the event. Once submitted, the campus may wish to discuss the content before agreeing to the content.

A pre-completed risk assessment form can also be found on the above page. The content of this form is with digital events in mind, e.g. zoom meetings. All Risk Assessments are reviewed by the University’s Safeguarding Officer. Following a review, additional provision/action may need to be put in place, e.g. ensuring a DBS person is in attendance if any participants are under-18. The risk assessment for an event must be submitted at least 10 business days prior to the event.

In addition to this, there is the “Risk Assessment Examples” document also to be found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society). This document has examples of risks and how to mitigate them from events that clubs/ societies often do on campus.

**Q: Can I set up social media for my group?**

A: You are welcome to create social media accounts for your club or society. These have proven to be effective in recruiting members and promoting events.

You are not allowed to use “ULaw” or “the University of Law” in your handles or name for your social media accounts. Whilst your group is a club/society of the University, you are not a department of the University and these groups are not staff led. You are therefore unable to use these to identify your society.

Once your society has been approved by the campus, you can contact your local Student Information team who can help promote it.

**Q: Can students on other campuses join my club/ society?**

A: Only students based at your campus can join your group. We do encourage clubs and societies to work together and form networks across our campuses. They are able to put on joint events for their members. But each society’s members must be from their own campus.

**Q: Can I get access to edit my own society page?**

A: Yes, please contact the Communications Manager via harry.walters@law.ac.uk to request access to edit your society page. With this access you will be able to change the information on your page, see your membership details, add event information to your page and add articles on your society for your members to see.

**Q: Can I create a logo for my club/ society?**

A: You are welcome to create a logo for your group. Many of our clubs and societies have a logo they have sourced themselves. You must ensure that it does not use the University logo or other branding.

Any logo you create must be a square image. Websites like “Canva” can help you make a logo for your society and the tools on that website are free and easy to use.

Once you have your logo you can send it to the Clubs and Societies Coordinator via emily.lewis@law.ac.uk who will add it to your society’s page on the Students’ Union website.

**Q: How I see how many members my club / society has?**

A: You can contact the Clubs and Societies Coordinator via emily.lewis@law.ac.uk for this information at any time. This way you can see who has joined your society along with their contact details to enable you to contact with information.

**Q: Can the Students’ Union promote my society for me?**

A: The Students’ Union cannot promote individual societies. Clubs/societies are responsible for promoting their own group as well as any events or activities they run. Your local Student Information team can support you with this.

**Q: How can I promote my society and events?**

A: Events can only be promoted to students at your own campus. Clubs/societies are not permitted to circulate or display promotional material around campus. Once an event is approved, your local Student Information teams can assist you with promoting the event. This can be done in different way, common examples include:

* Sending emails
* Posting information on the Campus Facebook Group (with approval)
* Adding announcements to Elite
* Advertising on the campus screens
* Advertising on notice boards

Please note that club/societies must provide copies of all promotional material to the local Student Information team. All promotional material is subject to approval by the campus ‘Responsible Officer’ prior to distribution.

When submitting promotional material to Student Information, please ensure the advert is the correct format. For example, a Facebook post should consist of a short description and an image, for an email the information should be in the body of the email rather than as an attachment etc.

The Students’ Union cannot promote individual clubs or societies.