

Setting up a new club or society

Running a club or society will be potentially one of the most rewarding and demanding things you'll do at University and being part of a club or society affiliated to UCL Union has lots of benefits.

- As President you have **input into how the Union runs clubs and societies** and a voice on committees.
- There is a **dedicated support team** at the CSC as well as Union Officers elected to help you run your club or society.
- Activity run by affiliated Clubs and Societies, held in the UK, **is insured by UCL Union**.
- UCL Union provides all affiliated clubs and societies with banking facilities. All new clubs and societies are given a start up grant and there are a number of funds you can apply to for **financial help**.
- You can use the **Clubs & Societies Centre (CSC)** as an administrative base. There is a pigeon hole for every club or society at CSC reception and CSC reception also handles all membership income on your behalf.
- There are five **meeting rooms** in the Bloomsbury Building in addition to the rooms in college that you can book free of charge.
- The Union reviews all club and society activity annually and issues guidelines for you to follow to **minimise the risk** of certain more hazardous activities.
- Affiliated Clubs and Societies can **access the notice boards** in Union premises and around the College and can use the Union's Print Shop at a reduced rate.
- UCL Union can provide **representation to the College** on behalf of affiliated clubs and societies.
- All affiliated clubs and societies get a **free Fresher's Fayre stall** and Re-Fresher's Fayre stall.
- All Clubs and Societies get a **free micro site** on the UCL Union website and a UCL email address.

What do I need to do?

1. Attend the Information Session on 21 January at 5pm **or** 24 January at 1pm in the Conference Room, 2nd floor Bloomsbury Building. The **Information Session** will allow you to meet others interested in setting up a new club or society and find out more about what's involved.

2. Complete an Application Pack, when you are writing your application you should think about:

- The financial **and** physical resources, such as equipment and space, that you will need.
- The types of events you intend to run. Once affiliated you will have responsibilities to your members – can you guarantee that you will be able to offer your members quality activity?
- How you are going to recruit members. A minimum of 20 UCL students have to join your club or society every year, so you will need plan and provide for at least 20 people taking part in your activities.

Activities Board will only affiliate a new club or society if:

- It provides new opportunities and activities, which are accessible to all UCL students in accordance with UCL Union's Equal Opportunities Policy.

- There is an interest or need for the proposed club or society activities within the student body which is not catered for by an existing club or society.
- It will be sustainable and have a life span of at least 3 years.

If your idea does not fit the above criteria it might be something that you could run as part of the Give it a Go programme. This is ideal if you want to run activities that might only be possible once or twice a term, or if you are not sure that you will be able to get lots of students turning up regularly. You will be supported by a member of staff to help you plan, organise and run the event and you will be able to advertise in the Give it a Go programme. If you think that your idea could be part of Give it a Go instead of a club or society or if you have any questions about Give it a Go contact uclu-giag@ucl.ac.uk or come to the information session.

3. Return your completed Application Pack to CSC Reception by **5pm, Friday 8 February 2008**. Applications received after this deadline will **not** be accepted.

What next?

Your Application Pack will be reviewed by the presidents of all the current sports clubs, arts & media societies and general societies. They will make recommendations to Activities Board, the Union committee that decides whether to affiliate your proposed club or society.

You will be emailed and invited to attend Activities Board to answer questions if they require any additional information, but normally you will not need to attend this meeting.

A list of approved applications will be published at CSC reception and on the UCLU website on **14 March 2008**.

Once your club/society is approved

The club/society status will be 'suspended', which means that you can not carry out any activity, spend any money or receive membership fees until 1 August 2008.

In term 3:

- o A club/society pigeonhole will be set up at CSC reception so you can start to receive mail.
- o Both the President and Treasurer will need to attend a Club & Society briefing before the end of term 3 and complete and return an Annual Registration Pack.
- o Failure to attend the briefing or return the pack will mean that you do not get a Fresher's Fayre stall in September 2008.
- o You will be contacted by the Give it a Go programme to offer you the opportunity to run a taster session before the end of term 3.

Any questions?

If you have any questions about the application process please visit the Clubs, Societies and Student Development Officer's Surgery on Mondays 12 – 1pm and Thursdays 1 – 2pm in the Clubs and Societies Centre, 2nd floor, Bloomsbury Building

Good luck with your application!!