



# Societies Handbook



SURREY  
STUDENTS'  
UNION

*Your Surrey Life.*

# Welcome

## VP Activity

Hello Everyone,

I am delighted to introduce myself as your new VP Activity for the upcoming year! My name is Ravi Kant, and I am thrilled to start this exciting journey with all of you. As your VP Activity, my primary goal is to enhance your university experience through a wide range of engaging and inclusive sports, societies, and activities that foster a sense of community and personal growth.



I believe that extracurricular engagement plays a crucial role in shaping our university experience. My vision is to create an environment where every student feels empowered to explore their interests, develop new skills, and build lasting connections. I aim to establish a dynamic campus culture that celebrates diversity, promotes well-being, and encourages active participation from all students.

This year, I will launch new initiatives to increase student involvement in decision-making processes related to activities and events. Your voice matters, and I want to ensure that your ideas and feedback are central to our planning and execution.

Our clubs and societies are at the heart of campus life, and my goal is to provide them with the tools and support they need to succeed. This includes streamlining access to resources and facilities to ensure that all clubs and societies can operate efficiently.

Stay updated with all the latest news, events, and opportunities by following on social media channels. Feel free to reach out to me directly at [@ussu\\_vpactivity](https://www.instagram.com/ussu_vpactivity) on Instagram or [vpactivity@ussu.ac.uk](mailto:vpactivity@ussu.ac.uk) for any questions or ideas.

Inclusivity, community, and innovation are at the core of everything we do. I believe in the power of diverse perspectives and the importance of creating a supportive and dynamic environment for all students. Your enthusiasm and participation are what make our community special, and I am here to support you every step of the way.

I look forward to a fantastic year ahead, filled with growth, memorable experiences, and lasting friendships. Let's make this year unforgettable together!

## Why Use a Committee Handbook?

Running a society is a big job. There are lots of elements to each committee role, involving various processes, resources and staff liaison. The aim of this document is to bring everything society related into one place, so you have a reference point when you have a query. Students are short on time so rather than having to email your question and wait for a reply, look through the Index, search the handbook and you can be sure to find an answer to your question. If you cannot find what you're looking for by all means drop the relevant staff member an email or pop in and see us either in the Students' Union. You can also find all the resources you need under [Committee Resources](#) on our website.

# Main Contacts

## Full Time Staff

Charlotte Mills | Interim Activities Manager

[c.s.mills@surrey.ac.uk](mailto:c.s.mills@surrey.ac.uk)

Scott Martin | Activities Coordinator

[scott.martin@surrey.ac.uk](mailto:scott.martin@surrey.ac.uk)

Rosalie Enriquez | Finance Coordinator

[r.enriquez@surrey.ac.uk](mailto:r.enriquez@surrey.ac.uk)

Monika Elliot | Finance Coordinator

[m.elliott@surrey.ac.uk](mailto:m.elliott@surrey.ac.uk)

Lisa Lynch | Communications Manager

[lisa.lynch@surrey.ac.uk](mailto:lisa.lynch@surrey.ac.uk)

Jade Johnson | Community Manager

[jade.johnson@surrey.ac.uk](mailto:jade.johnson@surrey.ac.uk)

Zoe Wilkes | Support Manager

[z.wilkes@surrey.ac.uk](mailto:z.wilkes@surrey.ac.uk)

Hannah Jones | Voice Zone Manager

[hannah.jones@surrey.ac.uk](mailto:hannah.jones@surrey.ac.uk)

Natalie Bancroft | Legal Support (Contracts/Sponsorship)

[n.bancroft@surrey.ac.uk](mailto:n.bancroft@surrey.ac.uk)

Transport Support (Minibus Bookings/Car Hire)

[ussu.transport@surrey.ac.uk](mailto:ussu.transport@surrey.ac.uk)

## Activity Zone

Ravi Kant | VP Activity

[ussu.vpactivity@surrey.ac.uk](mailto:ussu.vpactivity@surrey.ac.uk)

TBC | Societies Chair

[ussu.soschair@surrey.ac.uk](mailto:ussu.soschair@surrey.ac.uk)

Millie Monger-Gilford | Team Surrey Chair

[ussu.ts.chair@surrey.ac.uk](mailto:ussu.ts.chair@surrey.ac.uk)

Shubham | Zone Member

Sharon Prarthna | Zone Member

Hannan Ahmad | Zone Member



# Our Mission

We want our students to have the best Surrey life by:

- Improving their education and student life through representing their student voice
- Helping them enjoy their time through learning new skills and participating in our activities
- Ensuring they feel a sense of belonging through our community initiatives and vibrant social life in our venues
- Being by their side, no matter what, through our support initiatives, campaigns and services

# Union Zones

## Voice

When Students Have Something To Say

Students Taking Democratic Decisions

## Activity

Students Taking Part In Extracurricular Activities

Activity In which Students Wish To Lead On And Need Support

## Support

When Students Need Help

Students Helping Other Students

## Community

Students Coming Together As A Community

Students As A Part Of The Wider Local Community

# Committee Roles

## Role Of President

Key responsibilities:

- Accountability as a group signatory and understanding what this means
- Lead on Development Plan and oversee implementation of this, includes group's aims
- Calling and chairing meetings
- Delegation of tasks
- Figurehead of your group to your committee, members, Students' Union and the University
- Motivation of committee and members
- Being inclusive to all students and non-student members

## Role Of Vice President

Key responsibilities:

- Assisting President with upholding club or society constitution
- Accountability as a group signatory and understanding what this means
- Manage club or society emails
- Basic understanding and implementation of GDPR
- Meeting administration including organisation of meetings, compiling agendas and minute-taking
- Arranging EGMs or AGMs
- Booking rooms or venues
- Ensuring attendees that are attending training, competitions, meetings or events are paid/signed up members
- Managing the group's mailing list
- Awareness of key dates throughout the year
- Collection of post from pigeon hole in the Students' Union
- Inventory management – ensuring that all items brought throughout the year are added to the group's inventory
- Regular communication with members

## Role Of Treasurer

Key responsibilities:

- Assisting President with meeting society objectives
- Accountability as a group signatory and understanding what this means
- Learning and understanding the Students' Union financial system (clubs and societies)
- Leading and overseeing the group's budget request
- Keeping track of all income and expenditure
- Organising affiliation to national bodies
- Setting and justifying group membership fees for the year
- Ensuring invoices are paid on time
- Ensuring any cash from events, fundraising etc. is paid into own funds immediately
- Liaising with the Union's Finance Assistants if any concerns over transactions
- Organising fundraising or sponsorship for your club or society
- Working with VP/Secretary to maintain group inventory

## Role Of Social Secretaries

Key responsibilities:

- Organising events for society members
- Ensuring all correct administrative tasks are complete such as risk assessments and trip forms
- Sending out surveys regarding events/socials to members
- Ensure inclusion is at the forefront of all socials
- Looking out for members on social events

## Role Of Wellbeing Champions

Key responsibilities:

- Support the wellbeing and positive mental health of the members of your club or society
- Maintain confidentiality
- Regular communication with the VP Support and VP Activity
- Provide peer-to-peer support and signpost to relevant University services where necessary
- Complete training with the Students' Union to equip you with the skills to effectively support members
- Acknowledge limits regarding support and seek further advice and support when appropriate
- Ensure Inclusion is at the forefront of all sport/society activities

# Annual General Meeting Agreements

The three elected signatories of each society will have been sent an Annual General Meeting (AGM) agreement to sign via email. Only once all three signatories sign this agreement, you will all then have access to the signatories panel and other resources you need to run your society.

## Key Dates

The Students' Union have lots of key events and campaigns taking place throughout the academic year. Make sure to keep a note of the below for your Society. For those events without an exact date, you will be notified nearer the time!

### September

Welcome Week - Saturday 14 - Sunday 22  
International Welcome Event at Surrey Sports Park (SSP) - Sunday 15  
SurreyMoves+ Colour Run Festival - Wednesday 18  
Societies Conference - Thursday 19  
Team Surrey On Austin Pearce Plaza - Thursday 19  
Freshers' Fair - Friday 20  
Active Freshers' Fair - Saturday 21 and Sunday 22  
Employability Week 1 - Monday 30 - Friday 4 October  
Free Sport Programme Starts

### October

Black History Month  
World Mental Health Day  
IMS Leagues Begin  
Learn To Programmes Start  
Female Takeover Night  
Society Standings #1 - Tuesday 1  
Get Involved Week - Monday 7 - Friday 11  
Wellbeing Week - Monday 21 - Friday 25  
SurreyMoves+ Halloween Run - Wednesday 30

### November

Movember  
Society Standings #2 - Tuesday 5  
DisABILITY Weekend - Saturday 16 and Sunday 17

### December

Society Standings #3 - Tuesday 3  
SantaMoves Run - Wednesday 4

### January

BRIT Challenge Starts Saturday 25

# Key Dates Continued

## February

LGBT+ History Month  
Surrey Decides - From Week 1 - Week 5 of Semester 2  
February Freshers Fair - Friday 7  
Active Refreshers Fair - Saturday 8  
Kelly's Guildford 10k Run  
BRIT Challenge

## March

International Women's Day  
Nomination Period For Union Ball  
Annual Members Meeting (AMM) Period  
Clubs and Societies Photoshoot - Thursday 13 and Friday 14  
BRIT Challenge Final - Tuesday 25  
Varsity - Wednesday 29

## April

Employability Week  
Annual Members Meeting (AMM) Period

## May

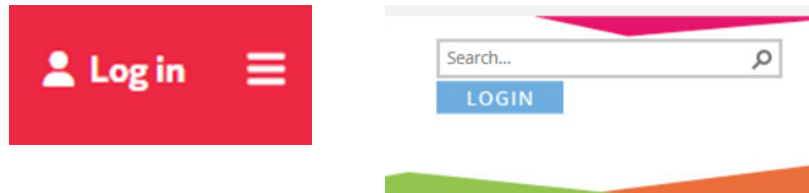
Union Ball  
SurreyMoves+ Colour Run Festival  
Free Fest  
Committee Training - Tuesday 6  
Committee Handover - Saturday 31



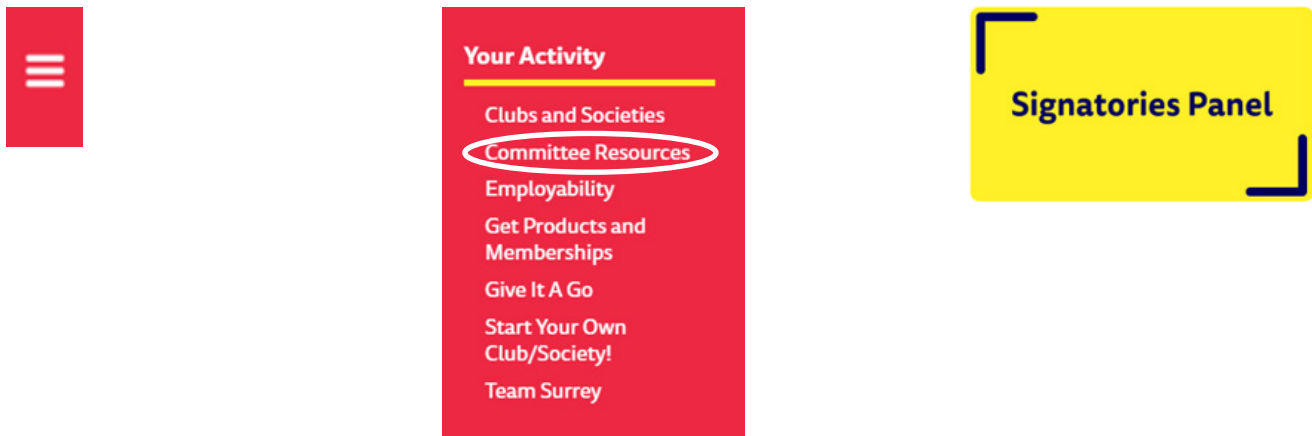
# Memberships

From Thursday 1 August, you must set up your Sports Club Membership for 2024 - 25. The steps below are instructions on how to set-up the fee which you will charge members of your club or society. You don't have to charge a membership, it's optional. This money will go to your respective own funds and can be used to fund items in addition to your budget, at the benefit of the whole club or society. If you are charging a fee please ensure the amount is justifiable to all members i.e. every £1.00 needs to be accounted for.

1. Ensure that you're logged into the Union website by clicking "Login" and entering your student username and password.



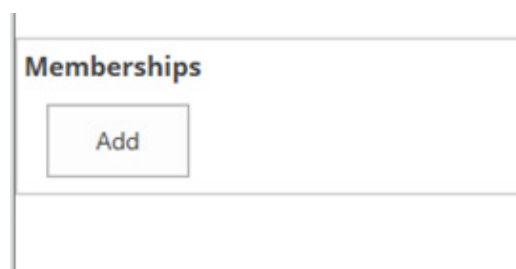
2. Click the three bars at the top right of the screen and underneath "Your Activity" click on "[Committee Resources](#)", then select "Signatories Panel"



3. Your club or society name should automatically show in the drop down menu. Select the name



4. Remaining on the Signatories Panel, hit "Add" below "Memberships"



5. This will open up a new screen where you can add the name of your membership under "Title". Ensure that you use this format: <Club/Society name> Membership 2024/25 e.g. ACS Membership 2024/25

MembershipCost

Save Cancel

Title \*   
Max 40 characters

ClubSociety \* ACS

MembershipCost \*

Save Cancel

6. Ensure that the Club/Society box is set to your respective group

MembershipCost

Save Cancel

Title \*   
Max 40 characters

ClubSociety \* ACS

MembershipCost \*

Save Cancel

7. Set your membership cost under "Membership Cost" even if you have a free membership (just stick in 0.00). Check everything is correct and click "Save"

MembershipCost

Save Cancel

Title \*   
Max 40 characters

ClubSociety \* ACS

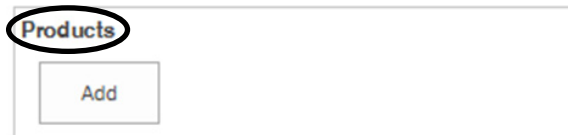
MembershipCost \*

Save Cancel

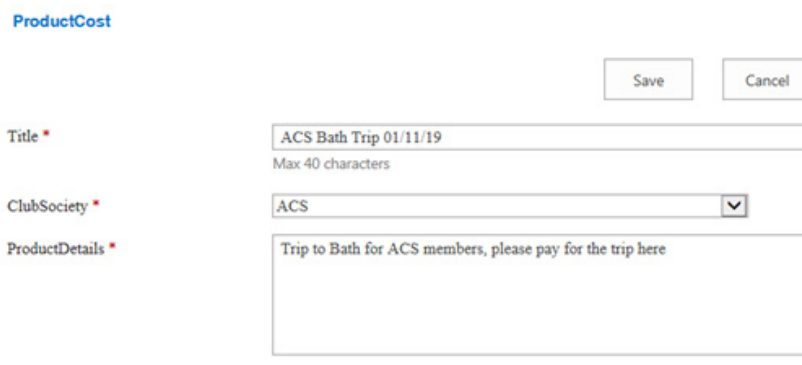
# Products

Products are a way of taking additional funds for your society for items such as trips, stash and anything else other than your group membership. The steps below are instructions on how to set-up a product attached to your club or society.

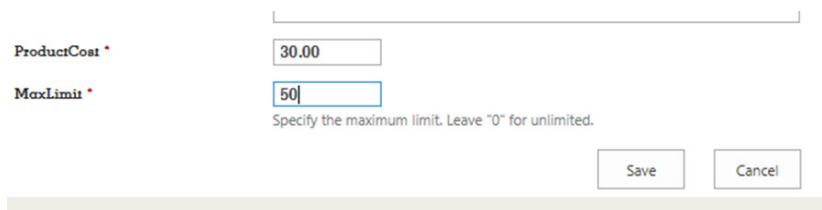
1. Please follow Steps 1 to 4, on [page 9](#), for “Memberships”
2. Remaining on the Signatories Panel, hit “Add” below “Products”



3. This will open up a new screen where you can add the name of your product under “Title”. Ensure that you put your club/society name, what the product is and preferably a date if applicable. You can add a bit more information about the product under “Product Details” as shown below

A screenshot of a web form titled 'ProductCost'. At the top right are 'Save' and 'Cancel' buttons. The form has three main sections: 'Title' with a text input field containing 'ACS Bath Trip 01/11/19' and a 'Max 40 characters' note; 'ClubSociety' with a dropdown menu showing 'ACS'; and 'ProductDetails' with a larger text area containing 'Trip to Bath for ACS members, please pay for the trip here'.

4. Set the cost of the trip under “Product Cost” and you can also set a maximum limit if you only have a certain number of spaces available. Once limit is reached no more transactions can take place. Click “Save” to finish

A screenshot of a web form showing the 'ProductCost' and 'MaxLimit' sections. 'ProductCost' has a text input field with '30.00'. 'MaxLimit' has a text input field with '50' and a note below it: 'Specify the maximum limit. Leave "0" for unlimited.' At the bottom right are 'Save' and 'Cancel' buttons.

# Being Inclusive And Keeping Members Safe

The Students' Union have a duty of care to its students and as society signatories, we ask that you follow due procedure and adhere to our policies to ensure that all members are looked after and also be inclusive of all groups.

Our [Initiations Policy](#) refers to any organised student group organising a welcome event. Please ensure you're aware of the content of this policy.

We want all students to feel welcome to participate in activity. The [Transgender & Non-Binary Policy](#) supports transgender and non-binary Surrey Students wishing to join a society or club and also provides committees with essential guidance.

The Union's [Safeguarding Policy](#) sets out our approach to safeguarding the wellbeing and welfare of adults and children participating in Union activity.

## Foster An Inclusive And Welcoming Environment For Everyone

- Elect a Wellbeing Champion and attend our training
- Take part in campaigns like Give It A Go to encourage membership of those you may not have expected
- Use inclusive language
- Think about all your members' needs when organising events or communications e.g. do they need access support, is anyone visually impaired?
- Be open to the possibility of difference, diversity and potential conflict
- Seek support from the Activity Zone if you need help!

### When greeting others

Avoid:

**ladies gentlemen ma'am sir girls guys** etc.

Consider using instead:

"Thanks, **friends**.  
Have a great  
night."

"Good morning,  
**folks!**"

"Hi, **everyone!**"

"And for **you?**"

"Can I get  
you **all**  
something?"

Why?

Shifting to gender-inclusive language respects and acknowledges the gender identities of all people and removes assumption.

## Be mindful of language

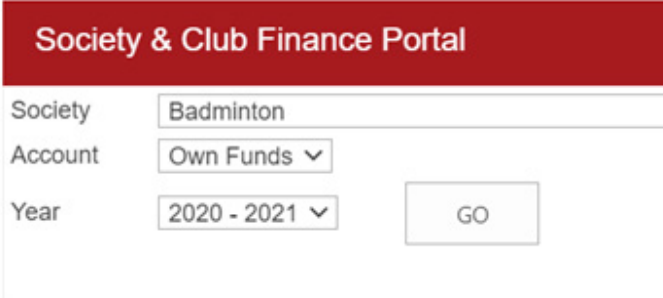
If you have any queries about the above policies, please contact [Student Activities Manager](#).

# Own Funds

All banking **MUST** go through the Students' Union – you cannot use separate bank accounts to store money.

## How To Look At Own Funds

1. Go onto the Students' Union website (make sure you are logged in)
2. Click on Committee Resources under the Activity Menu
3. Scroll down to the subheading "Finances" and click "View your funds"
4. Against "Account", select "Own Funds" and then the required year



The screenshot shows a web form titled "Society & Club Finance Portal". It contains three input fields: "Society" with the value "Badminton", "Account" with a dropdown menu showing "Own Funds", and "Year" with a dropdown menu showing "2020 - 2021". To the right of these fields is a "GO" button.

## How To Use Your Own Funds

### Deposits

It is extremely important your club's own funds are correct. All club money **MUST** go into your own funds account and **NOT** into a personal account.

This can be done using:

- *STRIPES*: You can set up a payment group online via the Students' Union 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")
- *Bank Transfer*: Obtain the Students' Union bank details from the Finance Team in order to make a bank transfer. Ensure that to put your club's name as a reference so it could easily be transferred to your own funds

### Own Funds Withdrawals

The withdrawal request should be made via the Students' Union website (Committee Resources) by a member of the club and the form should be approved by 2 club signatories and VP Activity for withdrawal requests over £500.00. There are various ways to withdraw money on the Students' Union website. You could choose to raise the withdrawal request under cash, purchase order, bank transfer (BACS), cheque or credit card.

## Raising Funds/Additional Sources Of Income

- Membership fees
- Fundraising e.g. bake sale or crowdfunding
- University's Forever Surrey Fund, where amounts of normally no more than £10,000 can be granted. Applications for this funding will open at the start of the academic year
- Request zone funding through zone finance request form for a one-off event
- Some clubs seek additional funds through **Sponsorships**. Please note that you must never sign a sponsorship contract without getting it cleared from the Students' Union first. The legal controller must check the contract between the club and the company. The Finance Team will raise a Sales Invoice for sponsorship

## RAG Donations

You can instruct the Finance Team to donate money to chosen charity by sending an email to [ussu.finance@surrey.ac.uk](mailto:ussu.finance@surrey.ac.uk). The money shall be transferred from club's own fund to RAG account the Finance Team shall be able to donate the money on behalf of the club.

## Treasurer Finance Training

The Finance Team is conducting Treasurer Finance training to provide information on how to administer finances for club own funds. We will email all Treasurers to check if they require training. We will be in touch with Treasurer training resources once Semester 1 begins.

## Society Standing

These are typical on the first Tuesdays or Thursday of the month from 18:00 – 20:00 on campus.

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. **At least one representative of each society is expected to attend and there is a register given by the Societies Chair.**

## 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.

# Creating A New Society Or Club

There are a few things to consider when setting up a new sports club or society. When starting out everyone will be ratified as a society, if after a year you want to become a club there are added steps to achieving this. All you need to know at the moment is how to get through that first stage of becoming ratified. Your VP Activity will be able to help you in the process – if you have any questions, please email [ussu.vpactivity@surrey.ac.uk](mailto:ussu.vpactivity@surrey.ac.uk).

## How To Set Up A New Sports Club Or Society

1. Head to the Students' Union website and click on Activity. Here you can find a list of dormant societies, please 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](mailto: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 will then be invited to Sports or Society Standing to request full ratification (approval)
6. If successful in gaining full ratification you will then need to hold an AGM to elect your three signatories, once this is done you will be set up as a society with your own bank account/website etc

## Typical Reasons A Society May Not Be Ratified

- The concept is too similar to an existing club or society
- The concept is offensive/problematic
- The concept is in conflict with the Students' Unions charitable status

## What's The Difference Between A Club And Society?

Fundamentally it comes down to funding and membership requirements. Clubs are funded by Surrey Sports Park (SSP) and as such all sports club members **MUST** pay a membership to Team Surrey as well as to their individual clubs. Societies are funded by the Union through the University subvention hence there is no additional membership fee. When deciding if you should be a sport or society it is all about what will give the best value to your members, at Surrey we have both active societies and sports clubs!

# Restarting A Dormant Club Or Society

Dormant clubs and societies are groups which used to be active but ceased existing. They remain dormant for 18 months and then will be deleted from the system.

If you want to re-activate a dormant club/society, it is far easier than starting a new one from scratch.

Please email the VP Activity at [ussu.vpactivity@surrey.ac.uk](mailto:ussu.vpactivity@surrey.ac.uk) to enquire about the dormant club or society you wish to revive and make active again!

## GDPR

### What Is GDPR?

The GDPR “General Data Protection Regulation” is a new data sharing agreement that replaces the DPA “Data Protection Act 1998”. It came into force in 2018 and affects companies, individuals and organisations who manage data. Key principles remain the same as the Data Protection Act. It is aimed at giving greater protections to individuals as well as tougher rules on those who handle data.

### Personal Data

Personal data only includes information relating to living persons who:

- Can be identified or who are identifiable
- Directly from the information in question
- Or who can be indirectly identified from that information in combination with other information

Therefore, this includes any list of names, emails, phone number or URN numbers!

### Relevance To Committees

You should only store minimum required personal data and only on a system provided by the Students’ Union; this is part of your Signatories Agreements. You do not need to store medical information or emergency contact information. Systems provided by the Union include Microsoft Teams and your Society One Drive. This **DOES NOT** include Google Docs, Dropbox or other such software.

Only store data as long as necessary, for example if a student is no longer a member then their data should be removed. Inform the Students’ Union if there is a data breach, however small. If asked, please provide the student (data subject) with whatever data you hold about them and/or remove it requested.

For more information on GDPR go to the [ICO website](#) or email [ussu.information@surrey.ac.uk](mailto:ussu.information@surrey.ac.uk).



# Room Bookings

The following rooms are available for clubs & societies to book:

- Rubix
- Basement
- Front Room
- Hari's Bar
- Manor Park Social
- Teaching Rooms
- University Hall
- Wates Green Room/Treetops
- Hillside
- Library Stalls
- BBQs
- Quiet Centre

## Important Things To Know!

All room bookings should be made through [committee resources](#), all societies **must** ensure they have completed the following forms where there is an element of risk (no matter how small) and/or if they are inviting an external guest speaker. These forms can be found on Committee Resources:

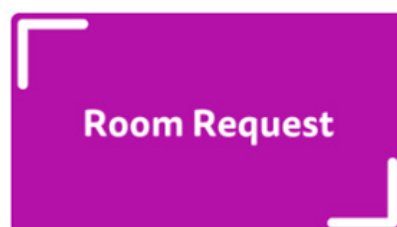
- [Risk Assessment](#) (submit 5 working days before your event)

Failure to comply can lead to a disciplinary process so please check if you have any queries on this one.

## External Speaker Approval Process

1. Review our updated [External Speaker Approval Procedure](#) and [Freedom of Speech Policy](#)
2. Complete the [External Speaker Request Form](#) and send your speaker(s) our [External Speaker Briefing Form](#) to review and email their agreement (the speaker cannot be booked if they do not agree to this form)
3. Please save the External Speaker Request Form with the following file name format: external speaker name-academic year, example John Doe-2024. Upload your [External Speaker Request Form](#) - you still need to submit these 10 working days before the event!
4. Request your speaker to email the Activities Manager their agreement to the External Speaker Briefing Form (this must be done ASAP after submitting the Request Form. If no agreement is emailed within the 10 days before the event, then they cannot be booked).
5. The Activities Zone staff will then get in touch to confirm the next steps for your event.

## Bookings



When you click on the room request there will be a form for you to fill out, please do so with as much detail as possible to ensure you get the room required.

You must book with 7 days' notice as it can take us this long to get through room bookings during the busy periods. Please do not chase us on your booking unless it has been 7 days.

If your request is for Wates/Hillside or any other University location we are unable to book directly. We will forward the request on to them, so please still make these requests through [committee resources](#).

## Library Stalls

In order to book these you need to use your society email account on Outlook365 to send a meeting request. They are listed in the Outlook email directory as **LRC Activity Table 1** and so on up to **4**. You are able to view the status of these tables before sending the request to see if a table is already in use.

Once you send the request it will automatically be processed and you will receive a response either accepting or declining your request. We cannot make bookings on your behalf. Please use your club or society email account to make these bookings. If it is not clear which club or society you are representing then your booking may be cancelled.

Please note that no hot food or cold food that requires refrigeration can be sold. For more information on the rules and to book your stall see [here](#).

## University Hall

University Hall is available for Clubs and Societies to book after 18:00 on weeknights and all day on the weekends during term time only. You are able to enquire about hiring it outside of term time but it is unlikely.

Bookings for University Hall can be made through the **online booking system**.

There is no furniture in University Hall so if required this will need to be hired in. They use a local external company which charge per chair and table. **Hospitality, Conference and Catering Services (HCCS)** are happy to book tables and chairs on your behalf.

Please remember if ordering banquet tables, you may also want to order table cloths which are chargeable. HCCS have a limited number of table cloths, otherwise these need to be hired externally.

If you do wish to hire furniture for University Hall they will require at least two weeks' notice to place the order with the external supplier.

If you require a banquet service please contact HCCS, charges will apply for this.

Door staff may be required depending on your event and numbers, charges will apply if so.

You are able to arrange for external catering in University Hall, however you cannot use the kitchen, equipment or storage facilities. HCCS will not provide any staffing if external catering is arranged. All external catering must be approved by HCCS.

A bar can be set up on request, HCCS can provide stock and staffing on request. A minimum bar spend may apply.

There isn't a charge for room hire for any student society bookings, however if they are opening the venue especially for you, charges may apply. (This will largely apply at weekends).

## Quiet Centre

The Quiet Centre can be booked via **chaplaincy** for religious prayers. It can also be booked for general quiet space for societies such as Zen and Yoga. Please bear in mind this is a very small space, when booking this space please give us a lot of notice as we need confirmation from the chaplaincy.

# Holding An Event In The Students' Union

If you are looking to book a room or a venue for an event, read through our [Holding an Event at Surrey Students' Union document](#).

## Bar Crawls

### Official Bar Crawls Start In Hari's Bar And End In Rubix.

The main benefit of official bar crawls is discounted entry to Rubix based on the volume of people attending your crawl.

Please note that if your bar crawl is **UNOFFICIAL** (it doesn't end in Rubix) then you must still complete the risk assessment, the bar crawl form and grab hi-vis jackets regardless.

1. You must first fill out the **risk assessment form** on your committee resources - this only needs to be done once per academic year, and not for each individual bar crawl. If you have any difficulties with your risk assessment, please email [scott.martin@surrey.ac.uk](mailto:scott.martin@surrey.ac.uk)
2. Email the Activities Coordinator [scott.martin@surrey.ac.uk](mailto:scott.martin@surrey.ac.uk) - tell them your club/society name, the name of your bar crawl, the date, and **an exact/maximum number of how many people will be attending**

They will then email back to let you know if your bar crawl has been approved or not.

If they approve it, your bar crawl tickets will be reserved **BUT** it's not "locked in"- this means you **don't officially have tickets yet.**

They will also give you a monetary quote for the amount of tickets you require.

Wednesdays = £3.50 for 50-99 tickets, £3.00 for 100+ tickets.

If you buy 100 tickets for example, you will be paying £300.00.

If the Activities Coordinator approves your bar crawl, you are allowed to start selling tickets. We recommend using the **Buy Products** page to sell tickets, as each ticket sale goes straight into your own funds, whereas if you use Tixtu you will receive the funds in 1 lump payment, once your tickets are taken off sale.

You should **NOT** use 3rd party ticket websites.

3. Fill out your **bar crawl form**, found on committee resources. This must be done for **EVERY** bar crawl - if it's a collaboration then only 1 society needs to fill out the form

4. You must then contact all the pubs/clubs that are on your crawl and **receive confirmation from them** that it's ok to attend their premises on <date> at <time> with <amount of> people
5. Plan and buy your method of identification. This can be a wristband, t-shirt or ticket however it must have some sort of defining feature, aka a logo/name of your bar crawl. **They cannot be plain** this is so that security know who your bar crawl members are.
6. Once you have confirmation from all the pubs and you have enough funds to pay for the quoted bar crawl tickets - you must fill out a Purchase Order on your withdrawals page for the amount of money quoted (get the treasurer to do this, as they're trained on how to operate the [Withdrawals Page](#))
7. When your purchase order is approved, email the Activities Coordinator - [scott.martin@surrey.ac.uk](mailto:scott.martin@surrey.ac.uk) (preferably in the same email thread) saying that you are happy to pay for <amount of> bar crawl tickets for £xx.xx and attach the withdrawal number (e.g. W12345)

**Make sure the PO is for your OWN FUNDS and not your budget.**

8. We will then email you to say it's successful and your bar crawl is now "**Locked In**", aka you have now officially bought the bar crawl tickets. You must then send a photo of your bar crawl identifying item (t-shirt, wristband or ticket etc)

Stages 1 to 8 **MUST** be completed at least **ONE WEEK** before your bar crawl, otherwise you risk losing your bar crawl tickets. Please note bar crawl tickets are subject to availability - so start planning and emailing now, rather than later...

9. Finally, you must collect your Hi-Vis jackets from the Activities Office in the Students' Union

**You must have 1 sober "responsible" person for every 15 people**

Responsible persons **must wear Hi-Vis jackets at ALL times.**

Once you get back into Rubix, you are no longer "on duty" and can party as hard as you like! 🍷

10. Upon entry to Rubix, please drop off your hi-vis vest into the Box Office (**NOT the cloakroom**) and say which bar crawl you were on - the box office will then look after your hi-vis. If you don't make it to Rubix or forget to hand it in when entering, it is paramount that you return your hi-vis the next possible day to the Activities Office, otherwise your bar crawl will receive a monetary fine.

*Hopefully this clears everything up – feel free to email if you have any questions about anything to do with bar crawls and we will reply ASAP!*

*Scott is based in the Students Union Activities Office, with Charlotte.*

*Please ask at reception if you cannot find us!*

## Things You Should Be Aware Of

1. Students participating in a bar crawl must not walk through **Walnut Tree Close** and the burden of proof will be on the students to show that they followed due process. An alternative route can be found through the car park behind the station past Millennium House
2. Students **MUST** bring their Student ID and Non-Students **MUST** bring their driver's license/passport as a form of ID, otherwise they will be refused entry to Rubix

3. **All bar crawls must be in Rubix by 23:30** (last entry is 00:00) so if you're jumping around town, you'll have to factor this into your timings

4. To refer clubs, societies, or identifiable students to the disciplinary process if this policy is not followed

The bar crawl policy can be found in [Committee Resources](#) through the following link: <https://ussu.co.uk/activity/committee-resources/bar-crawl-info/>

If there are any issues with these policies, please contact the VP Community on [ussu.vpcommunity@surrey.ac.uk](mailto:ussu.vpcommunity@surrey.ac.uk)

## Initiations Policy

Please ensure that you review our [Initiations Policy](#) on our website.

## Surrey Sports Park Bookings

To make a booking at SSP, please contact Client Services on [sspbookings@surrey.ac.uk](mailto:sspbookings@surrey.ac.uk), stating the following: your Society, the space you require, how long you require it for, the purpose of your booking, the estimated amount of attendees, preferred dates for the booking, any extra information (do you require catering, are you intending to hold a bake sale, are tickets being sold for the booking etc).

The Client Services team will get back in touch with you to request any further information, discuss alternative dates if your first choice is unavailable, and inform you of the cost associated with your booking.

## 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 <https://www.surreyvolunteering.com/>
2. Each individual from the club must sign up to <https://www.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 <https://www.surreyvolunteering.com/>
5. To log hours as a society, you must create a society profile, joining as a partner and must use your society email to do so. Signatories can then approve hours submitted by members who have signed up to the platform

GiveStar is the main approved platform societies or individuals can use to raise money, whether it is for your Own Funds or for Charity. If you would like support to set up your account or a fundraiser, please contact the Activities Coordinator and Scott will help. Please provide the following information to help get him started:

- Name of raffle
- Is the money going to charity or own funds? If charity, which charity?
- Image (720x1520 pixels if possible)
- Donation sizes (can have up to 5 different sizes but £1.00 minimum donation size)
- Fundraisers names and emails

## Employable me

Employable Me is the Students' Union joint initiative with the University's Careers & Employability department equipping Surrey students with essential skills and experience for life post-university.

Make your time at university more than just getting a degree; there are numerous opportunities for you to get involved and make yourself more employable. The Union is here to help provide such opportunities and in turn, we can help you translate those skills to gain an advantage in the job market.

The Union have many opportunities for you throughout the year to build on these essential skills, examples are listed below:

- Surrey Decides – Student yearly elections
- Course Reps
- Club & Society committees
- Nightline volunteer
- Welfare watch volunteer
- Employability Award
- Union part time jobs

<https://surreyunion.org/employability/>

If you want any further information on any of the above, please email the Activity Zone Manager.

# STARS

The STARS (Societies Training & Activities Rewards Scheme) awards are a wonderful scheme for clubs and societies to truly showcase how they go above and beyond.

Clubs and Societies can complete various tasks to work their way towards Bronze, Silver and Gold STARS, from completing basic admin and duties, to getting involved in Union Campaigns, RAG and Volunteering.

- Collab with another club/society
- Take part in any Union campaign and Surrey Moves event
- Participate in Make Your Change campaign
- Advertise all of the above to club and society members through social media

If a club or society wants to truly go above and beyond, and achieve all criteria, they will be awarded **“Gold Stars”**; an award which will be received at their respective end of year Awards Ball. The Gold Stars award is highly commendable, and will show off to students and staff that their club or society is of high standard.

**Achieving “Gold Stars” should be an objective for all clubs and societies.**

## Conflict Resolution

### When Does Conflict Occur?

- Members’ expectations are not met
- Different personalities, views, values etc
- Miscommunication between the committee and members
- Personal issues filtering into the club or society

### What Should You Do?

- Active Listening: understand different perspectives
- Be assertive with ‘I’ statements rather than ‘You’ but keep language neutral
- Try to communicate face to face, not via online channels
- Look for solutions, avoid blame and focus on shared values

Come to us sooner rather than later, we can help mediate and escalate if needed.

We would follow the Students’ Union Complaints Policy – Any queries please let us know!