

Societies Guide

(Almost) everything you need to know to run a society at
UMSU



UMSU Societies Guide 2010-11**CONTENTS****CONTENTS**

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WELCOME TO YOUR SOCIETIES GUIDE!

This guide contains all you need to know about registering and running a society. Whether you're a society old timer or new to the game, this little book will help you run things smoothly.

Running a society can be exhausting, but it's also a rewarding experience and a great opportunity to meet people.

If you have any doubts or questions about setting up or running a society, The Student Activities Officer and the staff in the Student Activities Centre are around to help. We're very friendly and want to make sure you get as much out of your society as you can!

How to set up a new society.....

1. You will need to round up a minimum of 30 members to start a society.
2. Check a similar Society does not already exist by looking at the online list on the umsu website
3. Fill out the societies registration forms available online through the societies section of www.umsu.manchester.ac.uk or visit the Activities centre to collect them
4. Hand the forms in at the Activities centre and soon you'll hear back with (hopefully) good news!

Who is the Societies Committee and What do they do?

The Societies Committee is made up of the Student Activities Officer, General Secretary, the Societies Secretary, along with two elected members from the Union Council and one member who is elected from among the societies' members.

The Societies Committee:

- Oversees and supports societies.
- Considers claims made by societies
- Recognises new societies

If you have any suggestions for the Committee you can email them at SocCommittee@umsu.manchester.ac.uk or ask the student activities officer when the next meeting is and come along.

SOCIETIES TRAINING AND REWARDS SCHEME (S.T.A.R.S)

The S.T.A.R.S system is our way of recognising & rewarding society achievements. The system means that the more positively proactive a society is, the more privileges it can access for its members.

As well as collecting sign-ups from members, societies will be able to work towards *Silver* and *Gold* awards. This means advanced status and better access to resources such as more funding or better Union promotion.

There are 3 levels of merit: *Bronze*, *Silver* and *Gold*. To be an officially recognised society, (to receive union funds, book rooms, etc.) each society must achieve at least Bronze status.

n.b. All registered societies will automatically have (at least) Bronze status

*** UMSU BRONZE SOCIETY AWARD ***

Bronze Requirements:

- Completed Registration Forms (plus approval by Societies Committee)
- At least 30 signed/registered members (with the Student Activities Centre)
- Attendance at a Treasurer Training session (usually Society Treasurer)

Bronze Rewards:

- £2 per member (up to a maximum of 250 members)
- Booking: Up to 1 room in Biko Building (Main Campus) and 1 room in Barnes Wallis (North Campus) per week
- Free access to basic union equipment (e.g. projectors, craft materials etc.)
- Society pigeonhole
- Union web resources (e.g. email listserve, web space etc.)
- Use of Union publicity in general (noticeboards, poster-run, UMSU website, etc.)

**** UMSU SILVER SOCIETY AWARD ****

Silver Requirements:

- Attendance to initial UMSU societies training sessions by committee members
(n.b. A committee member may not register as representing more than one society at any training session, with the exception of Treasurer Training)
- Any 3 members to attend General Meetings, now called 'Big ideas, have your say!' (first 13/10/2011)
- A 300-500 word piece which details the societies vision for the year ahead (plans for development)

Silver Rewards:

- An additional £1 per member (up to a maximum of 250 members)
- Limited access to special funding (further details from Societies Committee)
- Silver Society status marked on website and other union publications
- A certificate of UMSU Silver Society award for your society (on request)

***** UMSU GOLD SOCIETY AWARD ******Going Gold:*

Any silver society keen to go gold should email activities@umsu.manchester.ac.uk and set up their committee members attending a societies committee meeting. Here they will present the reasons that they believe their society should go Gold. There are no formal criteria as we recognise that all societies are different. However, suggestions include:

- A sound society development plan
- Evidence of involving lots of people and/or collaborating with other societies
- Representation by any 5 society members at UMSU General Meetings, now called 'Big Ideas, have your say!'
- Attendance at a variety of society training sessions
- A good Web presence and other effective Communication/Publicity.
- Fundraising projects with RAG or volunteering projects with Student Action

Gold Rewards:

- 1 extra room p/week in Biko Building (Main Campus) **and** Barnes Wallis (North Campus)
- Enhanced access to special funding
- Gold Society status marked on website and other union publications
- A certificate of UMSU Gold Society award for each of your regular committee members (on request).
- A prominent position in the Welcome Week Student Fair at the start of the next academic year
- Hoodies available at a subsidised rate through the union

Contact activities@umsu.manchester.ac.uk with any feedback or suggestions about the S.T.A.R.S system

FUNDING FROM THE UNION

Once your Society has been fully recognised by the Societies Committee you will be allocated a budget. This budget is based on the number of UMSU student members in your society.

[We recommend that you photocopy all of your membership signup forms and keep a copy for your society before handing them in to us]

HOW MUCH DO WE GET?

You receive £2 per student member.

You can submit extra members throughout the year and your budget will be increased accordingly, **up to a maximum of 250 members.**

If your society achieves Silver status (including Gold societies), your budget is automatically increased to £3 per student member, (up to a maximum of 250 members).

HOW DOES IT WORK?

Your budget allocation is not a lump sum paid into your bank account!

It is a maximum amount that you can claim against. The money is only put in your account after the Societies Committee agrees your claim.

i.e. you must spend the money first and then claim it back.

In order to gain your funding, we need a list of everyone who has signed up to your society. You will initially have this on paper from Student Fair sign up sheets. You also need to type up the names and University ID numbers of all the members into an Excel spreadsheet, so that we can check them against the University's database. Every society has been emailed the template for use. If you did not receive this spreadsheet template, it is available on the societies page of the UMSU website. Please make sure that the names are in the same order on the typed list as on the paper version. Once you have emailed the electronic version to us, please hand in the paper version at the Activities Centre as normal.

If you gain new members through the year, details of these members should be handed in, in batches of at least 10.

BANK ACCOUNTS:

All societies must hold a bank account with the Union's bankers – the Cooperative Bank. No other bank accounts may be held.

New Societies:

If you are setting up a new society, you must complete a Business Account Application to set up your bank account.

- Forms are available from the Student Activities Centre.
- Return completed forms to the Student Activities Centre.
- Applications take about 2 weeks to process, then a chequebook & paying in book will be sent to the Student Activities Centre for you to collect.

Previously registered Societies:

If you have previously had a Society Bank Account, you must complete a Change of Business Account Signatories Mandate when you elect a new Chair and Treasurer.

- Forms are available from the Student Activities Centre.
- Return completed forms to the Student Activities Centre.
- Changes take approximately 2 weeks to take effect.

- Please see separate 'How to fill out your bank forms' notes about which sections on the forms to complete -

DEPOSITING CASH/CHEQUES:

THERE IS NO NEED TO VISIT THE CO-OPERATIVE BANK IN PERSON!

Cash & cheques can be deposited at the Finance Office (Ground Floor, Steve Biko Building) between 10am-4pm, Monday-Friday.

- Collect banking envelope(s) from the Student Activities Centre.
- Fill out your paying-in slip and place it in the clear window on the envelope. (if not sure how to fill out slip please ask in Student Activities or Finance).
- Cash and cheques should be deposited in separate envelopes. (make sure each envelope has a paying in slip).
- If you have lots of change, please ask Finance for cash bags and sort it (they can also change coins for notes).

Deposited cheques can take up to 10 working days to clear - make sure sufficient funds are available to cover any outgoings.

MAKING A CLAIM:

*To claim against your Society budget, you must spend the money first. **Always get a receipt!!!***

IMPORTANT: KEEP ALL RECEIPTS OR YOU CAN'T CLAIM YOUR MONEY BACK!

1. Complete a Claims Form (C1) – remember to attach receipts and provide a brief description of purchase(s) – e.g. paint for banner making.
2. If claiming for publicity please submit a copy of the publicity material.
3. Return the form (with receipts attached) to the Student Activities Centre for discussion at the next Societies Committee meeting.
4. If approved, money will be transferred from your budget into your Society bank account. You will be informed of this via email / a memo in your pigeonhole.
5. Write yourself a cheque (using the Society Cheque Book) to pay yourself back.

Please note :

- You cannot claim any money from the previous year's budget allocation.
- You may not claim for food & drink.

- You may not claim for any photocopying/printing done outside the Union/U-Print.
- Societies must investigate appropriate UMSU venues for events. Funding will only be approved for external venue hire as a last resort.
- Your budget should be used to **'subsidise'** Society activities – e.g. a proportion of the entrance fees/travel costs for a day trip.
- If you have bought equipment please update your Inventory.
- If you are spending over £100 on one item please contact the Activities Officer for advice first (activities@umsu.manchester.ac.uk). This is just to make sure that you don't shell out a big lump of money and are then unable to claim it back for some reason.
- This includes spending large amounts of money on society events, such as end of year balls. Please see the 'putting on events' section for further details.

SPECIAL FUNDING:

Additional money is available from the Union for specific society activities/projects throughout the year. These projects should aim to benefit as many society members as possible.

Special Funding requests can be submitted at any time, and there is no limit to the amount you can request (£250 is a realistic guideline). **Largely, it is Societies that have gained Silver or Gold Awards that can apply for Special Funding. Bronze societies will only be awarded special funding in exceptional circumstances.**

Special Funding is claimed in the same way as normal society funds, but **you must first submit an application for Special Funding and gain approval from the Societies Committee.**

Making a Special Funding Request:

1. Complete a Special Funding Application Form (C2).
2. Attach as much supporting information as you think necessary – e.g. details of the event, quotes you may have received for goods/services etc.
3. Return the form to the Student Activities Centre for discussion at the next Societies Committee Meeting.
4. You will be informed of the committee's decision via email/ a memo in your pigeonhole.
5. If approved, the funds will be allocated to your budget – but the money is not automatically deposited in your Society Bank Account. You must spend your own money first and then claim the funding.

6. Complete a Special Funding Claims Form (C3) to claim your money.
7. Write yourself a cheque (using Society Cheque Book) to pay yourself back.

Please note :

- **Make sure Special Funding is approved before spending any money.**
- Apply for Special Funding well in advance of your event.
- Do not assume that if you received Special Funding for an event last year you will receive it again this year.



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Important: If your society is planning to do any charitable fundraising, it is important for legal reasons that you first contact Manchester RAG (info@manchesterrag.com).

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Important:

- * Any **external funding** (e.g. sponsorship) must be declared to the Union
- * Any **charity fundraising** activities must be declared to *Manchester RAG*
- * *Manchester Student Action* should be informed of any **community volunteering projects** that your society undertakes.

USEFUL TIPS:

- * Keep a record of all income and expenditure (sample sheet supplied).
- * Keep copies of all claims forms and receipts. And be organised! Keep all your receipts in one place, and make claims as soon as possible.
- * Keep all bank statements together in a file – remember to hand over all records to the new Treasurer after AGM/elections.
- * If you do get into difficulties, contact the Student Activities Officer as soon as possible (activities@umsu.manchester.ac.uk)
- * Make sure outgoing Chair and Treasurer sign Change of Signatories form before they disappear (particularly important for final year students).

**For further advice/information please speak to staff in the
Student Activities Centre.**

SERVICES AND SUPPORT

i.e. Stuff you can use!!!

The union has loads of resources and services available to help your activities and events run smoothly. The majority of these are free and can be booked at the activities Office weekdays 10am-4.30pm.

Room booking

Rooms are available in both Union Buildings, the Burlington Rooms, the Chaplaincy and the University. You can book one room per week. They need to be booked at the activities office weekdays 10am-4.30pm.

Please note that equipment and Room Bookings can only be made by Society committee members.

Full details are listed at the back of this guide.

Equipment

The equipment below is available for your use. Again everything needs to be booked out at General Office.

Presentations	Campaigns	Events
Flipcharts	Megaphones	Projectors/sound/DVD players
Whiteboards		Microphones
Overhead Projectors		Tea & Coffee

Equipment can be booked in the activities office with Barbara or Steve.

Minibuses

You can rent minibuses from the Union to transport members to your events. The cost of a minibus is £25 per day, plus any fuel you use. Minibuses can be booked in the Activities Office and will need to be paid for upfront. They must always be returned with a full tank of fuel.

In order to drive a bus, you need to complete an assessment with us. You will need to be over 21 and have at least 2 years driving experience before taking the

assessment. To book your assessment, please bring your driving licence and counterpart to the Activities Office, and speak to Steve or Barbara.

Once you are registered as a driver, you will need to show your driving licence again the first time you book a bus each academic year.

Society Pigeonholes

Every society is given a pigeonhole when they become officially registered. All incoming society mail is sorted daily and placed in societies' pigeonholes downstairs. **Please check your pigeonhole at least once a week!**

Email and Web-space

To get your Society pages hosted on the union server, committee members must complete a request form in the Student Activities Centre.

We also recommend www.groupspaces.com as a handy online tool for your society's internet communications. It integrates society email lists, web-space, surveys, files access, and event management through facebook etc. all into one easy-to-use online place. Groupspaces was designed by student societies for student societies, and it will save you lots of administration time whilst allowing you to spice up your emails and web presence, even if you're not great with computers.

Photocopying & Printing

Copying services are provided by General Office. Costs start from 3p per sheet. U-print do various sorts of printing, and have walk-in centre in the Barnes Wallace Building. Printing services can also be viewed/ordered online at www.u-print.com *[Note: You can only claim back photocopying/printing costs if you've used General Office or U-print, except where a specific service is required that U-print can not provide]*

Societies Store

There's a Society Store in the basement of the students union, which holds a lot of random craft items societies are welcome to make use of. Copies of the inventory are available from the Student Activities Centre.

This space can be used for the storage of society items which cannot be housed elsewhere (because of size, difficulty with transporting etc). With so many societies, no space in our union could be big enough to hold all society equipment so the storage is available on a first come first served basis.

For access to the societies store, a committee member should ask for the key in the Student Activities Office.

PUTTING ON EVENTS & PUBLICITY

Putting on events is the most exciting part of being involved in a society. The rewards are great but they're also a lot of work if you want them to come off. Below we've put together a bit of advice that will hopefully see you through!

If people are going to turn up to your events, whether it's a club night, fashion show or play, you need to make sure they know about it! The earlier you start organising and promoting the better! Make sure your publicity is targeted at the right audience.

Posters

Make sure your posters are eye catching and are put up in places your target audience is likely to see them. Where to put them:

...In the Union

Societies can put up a maximum of 8 A4 or 4 A3 posters in the Steve Biko and Barnes Wallis Buildings. Posters must be submitted at General Office where they will be approved, signed by the Student Activities Officer and stamped. You may then return to pick up your posters.

...Societies Notice Boards

around the union. Posters here do not require a stamp!

...In the University

There are student notice boards in the majority of the university buildings. Don't forget to take some pins and blue tac when on a poster run.

...Where else?

Try local takeaways, shops or friends windows (halls are good for this). Always ask permission!

General rules on posters :

1. All notices in foreign languages must be accompanied by a translation.
2. Any discriminatory, racist or offensive posters will result in a society facing the Societies Committee or a Disciplinary Committee, and will of course be taken down.
3. This union has an Environmental Policy, so try to use recycled paper.

Union communications

The union sends out a weekly email that can include promotion of your event. Simply email the Communications Officer (communications@umsu.manchester.ac.uk) with the details of your event at least two weeks in advance to be included.

Union Poster Run: The Union runs a poster-run service, often weekly during term time, where we will put up your posters all around the university for you... Magic! (*Email the Communications officer to find out when, and have your posters ready!*)

Foyer Publicity

The stall in the Union Foyer is great for catching students coming into the building. Use the glass wall for posters, the stall as an information point and the remaining space for flyering. To book the Foyer stall, complete a form at General Office.

UMSU Website

On the front page of the Students Union website (www.umsu.manchester.ac.uk) there is an online events calendar. Check underneath the 'upcoming events' section to add your own society's event to it. Don't forget to email your society members too!

The Mancunian

Our student paper, *The Mancunian*, is produced weekly, and on the union page there is a column to promote societies activities. Please contact Ceri on societyspotlight@mancunian.com if you would like your activity to be promoted. If you're doing anything exciting- whether it's a play, a debate, a concert, a fundraiser or a demo- please let them know, its great free publicity.

If you want a preview you need to start thinking two weeks ahead of time. The newspaper comes out every Monday during term time. Top tips for getting good coverage (i.e. things that make our life easier!) include sending us a concise press release (sounds scary but it's basically the dates, times, people involved, reasoning behind the event where relevant and the key points of interest)

Flyering...

If you want to flyer for your event on council property ie. off campus you must first get hold of a flyering permit first. To receive this you will need to provide an example of the flyer. Collect from reception.

FLYERING WARNING

Manchester City Council is rigidly enforcing its stance on illegal flyposting and leaflet flyering. The Union has agreed to sign and abide by the Council's *'Flyers - Code of Conduct'*.

To assist in our adherence to this Code, societies are requested that they do not 'flypost' to advertise any of their activities or events.

The Union will not take responsibility for any non-compliance with respect to the above. The current fine for each offence is £2500. Any society found fly-postering will face disciplinary action from the Societies Committee, and the Society will be held financially responsible for any fines incurred.

VISITING SPEAKERS

Inviting a guest speaker to talk about a campaign or run a debate on issues relevant to your society can make great events.

All Societies must complete a Visiting Speakers form (available from the activities office) **14 DAYS IN ADVANCE OF THE EVENT!**

- Failure to submit this form will result in any speakers not being allowed to speak

The University has a Code of Practice on Freedom of Speech that applies to society meetings. Societies are asked to bear in mind the conditions in the Code of Practice and Union policy - further details of which are available in the Visiting Speakers leaflet available from The Student Activities Centre.

DUTY OF CARE

Your society has a duty of care for the safety of everyone attending your events. It is important that the health and safety implications of all activities and events are considered in advance, in order that they can be safe and enjoyable for all those involved.

There are some steps your society must take each year to ensure that you are fully informed, and able to run safe, successful activities.

Training

We provide training sessions to ensure you have the information you need to fulfil your duty of care. You must send at least one member of your committee to the Safety Training sessions run at the beginning of each year. If you are unable to attend, or your society forms mid-year, please contact the Activities team to arrange training.

Minibuses

We provide minibuses for hire by student societies, to enable you to transport your members around easily. To drive a minibus, you must be over the age of 21, and have at least 2 years driving experience. You need to have an assessment with a member of UMSU staff prior to being able to book a bus- please contact the Activities team to arrange an assessment.

You will need to show both parts of your driving licence in order to book the bus. You will need to show this the first time you book the bus in any academic year from then on.

Risk Assessments

The purpose of a risk assessment is to make sure that any hazards that an activity may pose are recognised and reasonable steps are taken to prevent them causing harm to those taking part.

Generic Risk Assessments are available for:

Meetings in Steve Biko Building meeting rooms
Minibus driving

Pub crawls/parties held off-site

If your society takes part in any of the above activities, you should read the Risk Assessment and ensure the guidelines given are followed during your event.

If the activities of your society falls outside of these, you may need to provide a risk assessment before they can take place.

You need to do a Risk Assessment if:

You are taking part in sporting activities

You are attending large events, e.g. protest rallies

Your activity includes any sort of combat and/or weaponry

You are travelling abroad

Your activity takes you away from having easy access to medical help (e.g. wilderness camping, overnight hikes)

If you are unsure whether you need to do a Risk Assessment please speak to the Activities Team who will help.

You do not need to do a risk assessment if:

You are attending a commercial venue, for the activity that venue is intended to be used for, (e.g. cinema, bowling alley, meal in a restaurant). We strongly advise that you ask to see the Public Liability Insurance of the venue if you are going to take part in a potentially hazardous activity (e.g. rock climbing, paintballing, skydiving). This is to ensure that the venue is properly covered to run the activity you are taking part in.

If you are paying for a Qualified Instructor at your event you must ensure they are fully competent and copies of their qualification and public liability insurance certificate MUST be submitted to the Student Activities Office.

You can find instructions and blank Risk Assessment templates in the societies section of the UMSU website.

If you need any help filling in your Risk Assessments please come and speak to us in the Activities Centre!

Emergency Procedures

While we hope you will never have to deal with a serious incident while taking part in activities, occasionally accidents may happen. You must contact UMSU at the earliest opportunity if:

You have any sort of accident in a minibus
A member of your group is taken to hospital

Minor minibus accidents should be reported on return to reception. Major incidents- serious injury or death- should be reported as soon as possible by telephone to a member of senior management staff. The phone number for the union is 0161 2752930.

Please remember that details of accidents must be kept confidential and should not be discussed with anyone other than the emergency services and senior management of UMSU.

If you have any questions relating to your Duty of Care please speak to a member of the Activities Team, who will be happy to help.

SOCIETY RULES & REGULATIONS

- Societies with aims and objectives considered to be similar to existing societies will not be recognised by the Societies Committee.
- **The aims and objectives of societies must not conflict with the Union's Constitution (or the laws of the United Kingdom!).**
- Societies that exist primarily for the purpose of generating commercial income will not be recognised by Societies Committee.
- **All societies must bank with the Union's bankers. Societies must not run up an overdraft. Bank mandate signatories are responsible for any debts.**
- Societies must inform the Student Activities Officer of any change in Committee membership. You will also be required to update your society constitution form (A2) in the Activities Centre. All Committee members must be ordinary members of the Union.
- **All property bought by societies remains the property of the Union, and not of individual members of the society. An inventory of societies equipment will be kept in the Student Activities Centre or store. This allows the opportunity for societies to borrow equipment from other societies.**
- If your society is seeking external funding to supplement your society budget, you **MUST** inform the Student Activities Officer. This will not affect your budget allocation. The Union may be able to offer you advice on how to go about obtaining outside sponsorship.
- **At no time should societies efforts to generate income compromise or compete with services provided by the Union.**
- The union is a safe space for all members. No physical or verbal abuse toward any student or staff member will be tolerated.

Societies Committee may impose any or all of the following penalties if they believe that any of the rules or regulations governing societies have been broken, or that societies' actions have brought the Union into disrepute:-

- current budget allocation may be reduced or removed
- future budget entitlement may be reduced or removed

- official society status may be revoked.

In addition, serious cases may be referred to the Union's Disciplinary Committee.

VENUES GUIDE

Students Union: Biko Building on Oxford Road (Main Campus)

Term-time availability:

- Monday to Saturday 9am – 10.30pm
- Sunday 3pm – 10.30pm

Room	Capacity	Location
Room 1 (Council Chamber)	200 people	2 nd Floor
Room 2 (Khaled Said Room)	75 people	2 nd Floor
Room 3	20 people	2 nd Floor
Room 4	20 people	2 nd Floor
Room 5	450 people	Basement
Room 6	75 people	2 nd floor

Other Biko Building venues:

- **Committee meeting?** The Union also offers the Societies Lounge during the daytime, which is the back part of Club Academy in the Biko Building basement. It's free, quiet, and you don't even need to book it! Perfect for your society committee meetings!
- **Big event?** Why not see if you can book Academy 2 or Bikos Café (subject to availability). Ask at General Office to make special room requests.

Students Union: Barnes Wallis Building (North Campus)

Term-time availability :

- Monday to Friday 10am – 10.30pm

Room	Capacity	Location
Council Chamber	30 people	2 nd Floor
Conference Room	30 people	Ground Floor
Club Underground*	250 people (theatre style)	Basement

The Chaplaincy (St. Peter's House)
on Oxford Road near the Precinct Centre.

The Students Union is affiliated to St Peter's Chaplaincy, so that UMSU societies can get cheaper room bookings than the ordinary public:

Room	Capacity	Fee Weekdays	Fee Evenings & Weekends
Church/Auditorium	300 people	£25/hour	£30/hour
Common Room	80 people	£20/hour	£25/hour
Oxford Room	40 people	£15/hour	£20/hour
Sangam Room	30 people	£15/hour	£20/hour
The Walkway Chapel	25 people	£10/hour	£15/hour
The Vestry	12 people	£10/hour	£15/hour

Booking the chaplaincy...

1. First check availability with The Chaplaincy (Tel : 0161 275 2894).
2. Visit Activities Office to collect a form to confirm your Society status.
3. Take this form to The Chaplaincy to complete your booking.

The Burlington Building
Next to the John Rylands University Library

Room	Location
Bar	Ground floor
Schunck Room	1 st Floor

Booking the Burlington Rooms

The Schunck Room in the Postgrad building can now be booked through the Activities office. Please ask for details.

ESSENTIAL CONTACTS**Amaya - Student Activities Officer**E-mail: activities@umsu.manchester.ac.uk

Mob: 07787422639

Naomi – Student Activities ManagerE-mail: naomi.atkin@manchester.ac.uk**Steve - Societies Admin**E-mail: socadmin@umsu.manchester.ac.uk**Activities phone** – 0161 275 2941**Jeremy - Communications Officer**E-mail: Jeremy.buck@manchester.ac.uk

Tel: 0161 257 2938

Mob: 07787422429

Nick - Mancunion newspaperE-mail: editor@umsu.manchester.ac.uk

Tel: 0161 257 2943

All the contact details for different section editors can be found online (www.student-direct.co.uk) or in the inside front cover of the newspaper.

Will - Manchester RAG (Fundraising projects)E-mail: info@manchesterrag.com**Prabina - Manchester Student Action (Volunteering projects)**E-mail: action@umsu.manchester.ac.uk

ESSENTIAL INFO

1. To create a society, fill out the societies registration forms. Societies must be re-registered every academic year.
2. £2 will go into your budget for every registered student signed up, or £3 if you become a Silver or Gold society. Your budget is the maximum amount of money you can claim back from the union.
3. Claims for over £100 should be approved before money is spent to ensure no one ends up too much out of pocket!
4. Every society treasurer must attend Treasurer Training (for every year they are treasurer)
5. You cannot claim for food and drink
6. Printing/photocopying must be done through the Union if you want to claim for it (U print)
7. Society accounts have NO overdraft facilities
8. Equipment and room bookings can be made by society committee members at the activities office, weekdays between 10am and 4pm
9. Posters must be submitted at the activities office where they will be approved.
10. For society safety it is your responsibility to consult the Duty Of Care guidelines when planning activities and events. Please feel free to contact us with any query regarding this, no matter how small!