



**2023-2024**

# **Your Society Committee Handbook**



# Your key contacts



**Julia Reszka**  
Activities Officer

For further information or guidance on any of the information in this handbook, please contact [societies.su@coventry.ac.uk](mailto:societies.su@coventry.ac.uk)

## The Activities Officer

Julia represents your voice to the wider organisation and university, represents your voice at Coventry Executive and also chairs our Societies Executive committee.

## The Student Engagement Team

You can email us at [societies.su@coventry.ac.uk](mailto:societies.su@coventry.ac.uk)

You can message your coordinator in your society teams channel.

You can book a meeting with your coordinator to discuss any questions or issues you have. Staff may work from home or office on particular days in the week and you should check this if you need an in person meeting.

## Look out for these icons



There is a workshop available for further assistance on this topic



There is an accompanying video in our library for further assistance on this topic

# Event planning



## Timescales

The earlier you can let staff know about your events, the better. This means we can offer more support in the planning process and update you with anything that may impact your event.

Event size	Timeframe
Up to £100 in value	Submit forms 2 weeks in advance
Up to £500 in value	Submit forms 4 weeks in advance
Over to £500 in value	Submit forms 8 weeks in advance

## Risk assessments

- The risk assessment section is mandatory.
- All columns and rows of the risk assessment must be filled in.
- Always include fire and general injuries on a risk assessment.
- If you're at an external venue you should get a copy of their in house risk assessment.
- Everyone is responsible for adhering to the risk assessment.
- Ask for help if you're not sure what to include.

## Not sure what to host?

- ✓ Check your development plan.
- ✓ Conduct a members survey.
- ✓ Take a look at the Society Excellence Awards criteria.
- ✓ Attend the committee mixers and start up collaborations.



# Event planning

## Marketing top tips

- The success of your event relies heavily on how well you promote it.
- Have you posted the event onto the SU website? Have you prepared a social media plan to advertise?
- Have you covered all the essential questions: what is it, where is it, when is it, who is it for and how much will it cost?
- We recommend promoting your event one month in advance to allow people time to make arrangements and book tickets.

## Tickets

- Your coordinator can add various tickets and requirements to events on the SU website. You can book a meeting with your coordinator to discuss these.
- You can add restrictions to different tickets.
- You can set up free tickets.
- You can set multiple different types of tickets to one event.
- You can write specific text and links to go into receipts.
- You can ask questions during the ticket process e.g. gathering preferences or getting medical info.

## Budgeting

- ✓ Always aim to be in profit or breaking even for your events.
- ✓ The finances part of the form will automatically calculate your income and expenditure based on your answers.
- ✓ Explore getting sponsorships, merchandise or fundraising for your own events/society in general.

# Sponsorships



## Your sponsorship checklist

- ✔ Build a relationship with the sponsor.
- ✔ Work with them to complete the sponsorship form. Do not sign anything at this point.
- ✔ Send the form to [societies.su@coventry.ac.uk](mailto:societies.su@coventry.ac.uk)
- ✔ The team or your coordinator will contact you with confirmation or actions for you.
- ✔ Begin your sponsorship and ensure you work to keep it in place for the next year's legacy.

## Top tip

Write out what you want to get from a sponsorship and what you would be willing to offer before speaking to externals.

It will help in any negotiations and discussions if you know what you can and cannot do and will help you set clear expectations.

Consider how much money you would like the sponsor to pay to the society for the services you are providing to them and what is a reasonable offer.

# Guest speakers



## Your guest speaker checklist

- ✓ Receive confirmation from your guest speaker.
- ✓ Submit your event and guest speaker form. Please allow for extra time if the event takes place after 10pm or during the weekend.
- ✓ Prepare your marketing material.
- ✓ Your coordinator will send you a confirmation email with details on room booking and any conditions of your event.
- ✓ You can now start promoting your event!
- ✓ Tag us in your social media posts! We're @covunistudents on Instagram.
- ✓ Add the event on the SU website. You can also write an article about it and post in your AULA common rooms.

It is compulsory for guest speaker forms to be submitted four working weeks in advance; this is a university and Students' Union requirement and will not be overlooked.

The Students' Union reserves the right to cancel or prohibit any event with an external speaker if the procedures provided herein are not followed or the relevant health, safety and security procedures are not met.

# Risk assessments



## Your risk assessment checklist

- ✔ Identify the hazards (something with the potential to cause harm).
- ✔ Assess who might be harmed and how.
- ✔ Evaluate the risks and identify control measures to mitigate the risk.
- ✔ Record your findings and implement them.
- ✔ Submit your risk assessment as part of the Activity request form.
- ✔ Are you having food? If so, make sure you have added this as a potential risk as people may have allergies
- ✔ Are you doing a sporting activity? If so, make sure you have added a section on warming up and cooling down, as well as adding dehydration and over-exertion as potential risks

If your event is taking place in an external venue or accesses services from an external organisation, please submit their risk assessment as well. This can usually be found on their website.

You should assess the event from the moment attendees leave to travel to start your event until they leave your event, this is the duration you are responsible for them for and should consider risks from start to finish.

# External organisations



**If your society works with an external organisation, you will likely have to complete an External Organisation Form.**

An external organisation is considered any organisation that is not a part of or affiliated to Coventry University Students Union.

## What can you offer the organisation?

- Holding events on their premises?
- Add their logo to your merchandise?
- Make them your preferred supplier?
- Social media exposure?
- Attendance at events?
- Are you a niche society with specific skills or members?

## Top tip

Make sure you list every aspect of your relationship with them. Think about any training, digital resources (such as graphics, videos), physical resources (such as posters, banners, hoodies, other merchandise), guest speaker opportunities, discounted tickets to events, trips or conferences, and any other perks the society may be eligible for.





# Societies Executive

## Who are they?

The Societies Executive is a group of six students and the elected Activities Officer who represent all societies in monthly meetings.

**Special Interest  
Officer**

**Academic  
Officer**

**Faith and  
Cultural Officer**

**Media Official**

**Events Official**

**Engagement  
Official**

## What do they do?

Each member has a unique role. However, some of their shared responsibilities include representing societies across all categories and voting on operational, policy, and funding decisions by participating in the democratic processes of the union.

## Can they help societies?

To find out more about how each member can support your society, visit the SU [society executive committee webpage](#)

# Fundraising



**Make sure you are donating to a reputable charity. You can check to see if they are reputable on the [government website](#) by finding their charity number.**

## Fundraising for a charity or your society

- Tell your coordinator about the charity you wish to donate to.
- If the money is already in your account then tell us how much to donate and the link and we will do it on your behalf.
- Put a button on your mini site for members to donate to your society account and we will donate on your behalf.

### Please note

As a Students' Union, we are cashless. Whether you are fundraising for your society or for charity, we have great online options. However, there may be some occasions where cash is necessary. When collecting cash, please follow the guidance below.

### When collecting cash

- Talk to your coordinator about how you will collect cash and agree on that process.
- Tell them how much you have raised and pay the money into your personal bank account and get a receipt.
- If fundraising for a charity, tell us when and how you are donating the money and show us proof of donation when complete.
- If fundraising for your society, tell us how much you have raised. We will put a button on your mini site for that amount so you can pay the money directly into your society account (all cash will have to be deposited separately as we cannot collect cash).

# Student Group Finance



## Who can submit/approve SGF requests

- All committee members are able to submit student group finance requests.
- Only Presidents and Treasurers are able to approve SGF requests. However they cannot approve their own requests.

## Approvals

- Submitted by Committee Member
- Approval by Treasurer or President
- Approval by Societies Coordinator
- If above £100, approved by Societies Manager

You must not order anything or make any payments unless it has been approved by your coordinator.

Reimbursements will not be given unless there is proof of approval.

### Top Tip:

Plan your financial purchase and reimbursement requests in advance where possible and allow time for staff teams to process orders and financial payments within a reasonable time.

## Payment requests vs purchase requests

- Purchase requests are for any third-party payments. We will pay the company on behalf of the society. You will need to attach an invoice addressed to Coventry University Students' Union, The Hub, Jordan Well, Coventry, CV1 5QT. If you need the third party to be paid in advance of the event, please submit your Student Group Finance request 2 weeks ahead of the event date.
- Payment requests are for any payments made by the society that need to be reimbursed e.g. buying snacks for socials.



# Society Excellence Awards

## What are they?

Each affiliated society is eligible to apply for the Society Excellence Awards, a rewards scheme based on your society activity.

## What awards categories are there?

Bronze, Silver and Gold Awards are up for grabs and the rewards you get will depend on what level of award you achieve!

## How can you submit?

- Submit using the form on our rewards page on the website.
- The Societies Executive will meet throughout the year to make a decision.
- You will be notified of your application status and any changes will be reflected on your society webpage.

# Trips and tours

## Planning your trip

- ✔ Complete the trips and tours planning form.
- ✔ Schedule a meeting with your coordinator to review this and begin the process.
- ✔ Get quotes from your suppliers and services before raising SGF requests.
- ✔ Allow at least four weeks for members to get tickets.
- ✔ Make sure you get accurate passenger list information gathered and sent to your coordinator/protection at least 24 hours before you travel.
- ✔ If the event is on a weekend, please make sure your passenger list is submitted to [societies.su@coventry.ac.uk](mailto:societies.su@coventry.ac.uk) by 12pm on Friday.

**It's important not to sign or agree to any external providers before speaking with your coordinator, otherwise trips will not be approved.**

Any international trips are currently postponed, if there are any changes on this in the future the staff team will let you know.

# Any questions?

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