


greenwich
students'
union

Societies

Group Leader Handbook



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meet
the team

GSU Officer Team



Henry Setter



Mayo Femi-Obalemo



Bilal Ijaz



Jono Smith

Activities Staff team:



Joe

j.rossnelson@greenwich.ac.uk

Joe is a Campus Engagement Manager at Greenwich Students' Union, and he helps to oversee the support work for all of our Societies! His role is to support all of GSU's Societies in reaching their full potential – whether that be assisting with events, elections, memberships, stash, social media; you name it! There is no such thing as a daft question, so please do fire any queries/concerns away!



Priya

p.pabla@greenwich.ac.uk

Priya is your Academic Communities Coordinator. Her job is to support all academic societies, give them all the tools they need to put on great events and join them up with their academics. She also works on increasing student engagement throughout the whole University, making sure there's something for every type of student, from someone fresh out of sixth form to a mature student with kids.



Kayleigh

k.mcneice@greenwich.ac.uk

Kayleigh is responsible for anything and everything involving Team Greenwich, including fixtures, training and club development. She plays a key role in the organisation of Varsity and Sports Awards, whilst also building strong relationships with the Sport and Recreation Department at the University. She can help Societies with general Student Activities knowledge, assisting with any recreational activities (e.g. football tournaments) or for any support whilst in Avery Hill.



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**societies at
greenwich
executives**



Ryan Bryce

rb3075m@greenwich.ac.uk



Daniel Chedgzoy

dc2137s@greenwich.ac.uk



Nele Leitolf

nl5706g@greenwich.ac.uk



Nicole McGrady

nm5988e@greenwich.ac.uk



Kate Ridley

kr2354t@gre.ac.uk

The Exec are here to represent you as group leaders and members - if you have a problem or idea, they are your first point of call. Not only do they all have fantastic experience of what it's like to lead a society in Greenwich, they are also incredibly willing to help and advise wherever possible, and love learning more and more about the Societies Section here at GSU!

The Societies Exec are elected by Society members in line with the end of year Group Leaders Conference. As representatives of the Societies section, they then attend the appropriate meetings within the University and Students' Union - to ensure that a student voice is heard and represented.

Being a Group Leader

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To run a student group there needs to be at least three group leaders.

These are:

- Chairperson/President
- Treasurer
- Another of your choice – typically a secretary or vice-president

The other positions can be determined by your Society's committee, such as a Social Rep, Events Officer, Welfare Officer...

Basic Leadership Responsibilities

We believe that taking on a Group Leader role, naturally allows you to develop and enhance your ability to perform some/all of the 12 competencies highlighted below:



Business Awareness



Communication



Creative Thinking



Customer Excellence



Decision Making



Leadership



Marketing Production



Organisation



People Management



Problem Solving



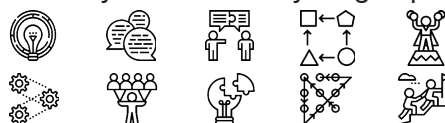
Strategic Planning



Teamwork

Chairperson

The Chairperson/President of each student group is the leader, who oversees all of the group's activity. They will need to provide support, advice and guidance to other committee members throughout the year, and actively represent the group members in a variety of situations. It's a challenging role, requiring you to know a bit about everything, but also, to be comfortable delegating to others and trusting them – we recommend being highly organised and very committed to your group!

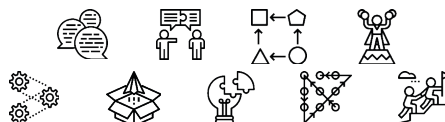


Main responsibilities (includes, but not limited to):

- Primary representative for your group
- Responsible for your group's overall running
- Upholder of rules and regulations
- Main contact for members, staff and externals
- Chief delegator

Secretary

The Secretary is the backbone of any student group, dealing with details like paperwork and records to ensure everything runs smoothly. Emails need to be written, agendas and records of meetings created and distributed, rooms need to be booked, and above all you need to communicate with both group leaders and members to ensure everyone knows what's happening and stays interested and involved! It's no good running the greatest activities in the world, if your audience doesn't know about it...

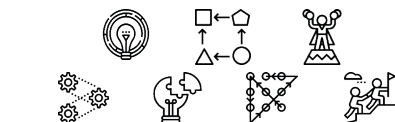


Main responsibilities (includes, but not limited to):

- Completing all admin tasks
- Track membership
- Minute any meetings/ AGMs/Elections
- Collect feedback from members/attendees
- Contact the SU about any issues/changes

Treasurer

The Treasurer is the first port of call for the rest of the leadership team when they want to know if there is money available for an event or activity. They need to be checking money coming in through the website, as well as staying in contact with the Union's Activities Team to ensure that all are aware of money going both in and out of the group.. They need to work with all the other group leaders to ensure that their events and activities are well budgeted and that funds are available where necessary, as well as look into external sponsorships to raise extra money – a love of excel budget spreadsheets is a big help!



Main responsibilities (includes, but not limited to):

- Manage the money
- Track all expenditure and income
- Establish budgets and income targets
- Senior signatory on all claim forms, invoices and purchases
- Ensures your group doesn't come into a deficit

Other responsibilities for the leadership team to tackle – sort them as a group, or split them between each role, however you operate best!

- Plan events, trips, and activities in line with Union procedures and what members want
- Work as a team to develop your group and give members the best experience you can
- Ensure good communication between group leaders and members
- Ensure your GSU webpage and any social media accounts are kept up to date
- Responsible for ensuring membership money is paid and events are budgeted for
- Ensure all Union rules and procedures are followed



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**Events, trips
and meetings**

Before the Event

- **Event idea** – this could be from your yearly plan of events or a new idea. Any event idea that comes to us needs to have AT LEAST 3 weeks' notice.

- **Cost/income sheet** – estimate how much it's going to cost (do you want catering? Will you need extra hands?) and how much income you need to make from ticket sales, fundraising, sponsorship, funding pots...

- **Location/Room Booking** – free room/space booking across all 3 campuses. Start thinking about health & safety/ risk assessments if applicable (e.g. external trips)

For GSU Room Bookings, you can check availability and request a room here:
greenwichsu.co.uk/bookaroom

For University Rooms Bookings, such as lecture theatres, classrooms and IT labs, please email your request to activities@gre.ac.uk

FYI – Room Booking Requests must be made with 2 weeks' notice!

- **Guest Speakers** – if you're having an external speaker, they need to go through the speaker procedure: contact details sent to Activities Team to complete the check. Event will be cancelled if this is not complete prior to the event.

- **Ordering/buying** – purchase everything you need with plenty of time before the event to allow for our finance procedures and for things to arrive. Remember the 3 ways you can use your money: invoice, credit card, reimbursement.

- **Promo** – get promoting on all social media, set up the event on the website, email James Dix (Marketing Team) to get events in the bi-weekly newsletter and digital screens. Tag GSU in everything for reposts!

During the Event

- **Staff Plan** – know what each committee member is doing and try to stick to this as best you can to keep the day structured.

- **Communication** – keep in constant communication with each other so you know where everyone is at all times. Flowing communication means less chance of issues cropping up unexpectedly.

- **Share the responsibility** – make sure everyone has a job and the burden isn't all on one person. You can ask for help from your fellow committee, GSU, Community Ambassadors etc... Remember your resources (e.g. store room)!

After the Event:

- **Debrief** – sit down as a team and chat through what went well and what could be done differently. Reflect on the feedback you've got from attendees. For large-scale events, you'll need to debrief with the Activities Team too.

- **Pictures** – send us your pics so we can show them off!

For information on some of the bookable rooms, stalls and spaces that are available to you, be sure to check out the FAQs and Resources area within the Committee Hub:
greenwichsu.co.uk/committeehub

External Venues

If you are using an external venue, please be sure to inform the GSU Activities Team, as it is important that this information is shared with us. If it is a particularly large event, we will likely ask you to come in for a meeting with the Activities Team to discuss the need for the venue and make sure that you have budgeted for all the costs properly. You will also need to fill in a risk assessment for anything done off-campus (see link in "Trips").

Trips

Any time your group goes off campus (excluding sports fixtures) it counts as a trip. In this case, you must let an Activities Team staff member know about your plans at least 1 month in advance, remembering to include the following information:

- destination
- transport details
- expected numbers
- costs
- dates
- times

Once your information has been received by the activities team, we will be in contact to arrange a meeting to go over the details and help with booking.

All trips will require the completion of a:

- Risk Assessment
- Itinerary
- Attendance List

Templates for each of these can be found in the Resources Hub

Showing films

If you are planning on showing a film, you will need to check if the film is licenced through FilmBank, by searching for the film on this website: www.filmbankmedia.com. The SU do not own copies of any films so you will have to include this cost in your planning.

Also, please be aware that you cannot charge entry to see the film under the terms of our license. You can make money by selling refreshments but not through ticket sales.

Stalls on campus

Stalls can be booked at the following locations:

Greenwich

- Dreadnought – GSU Exhibition Space
- Stockwell Street, ground floor.
- Queen Mary ground floor, opposite Security desk (entrance closest to the Student Centre).

Avery Hill

- Outside the Students' Union offices, Southwood Site, Avery Hill;
- On the large grassy area in the middle of the Student Village, Southwood Site, Avery Hill;
- Outside the Village Shop, Southwood Site, Avery Hill.

As the University owns the space that most stalls can be booked, please email your request to activities@gre.ac.uk well in advance, minimum two weeks, as it can take extra time to liaise with the University.

Organising your event @ The Lower Deck

The Lower Deck will be THE event hub for all Greenwich Students.

What we can offer you:

• Promotion

Most events fail because of poor promotion and marketing, but we will try to promote your events to make sure we get more people through the door.

• Social media.

Using Facebook, Instagram, Snapchat and Twitter to create hype for your event. Those include short promo videos, live videos and small competitions to win prizes/tickets.

• Students' Union website

• Branding in the Lower Deck & Quad. Screens in the bar, posters, leafleting, word of mouth etc.

• Drink and Food Deals

- For much larger scale events we can offer individuals drink and food discounts.

- We can offer drink sponsorship for larger societies that can demonstrate a large footfall.

• Ticket Sales

- If you want to ticket your event then we can negotiate a fair deal in which you will receive a percentage of the ticket revenue.

- Free entry to your own ticketed event if you wish.

- Tickets will be sold through social media sites and on the SU website using a ticketing service providing easy accessibility.

• Entertainment

We can provide live entertainment (DJs/bands/performers/quiz masters/ etc) for your events if required.

• Equipment and Decoration

If you require any additional equipment and decoration we will work to the best of our ability to provide everything you've asked for. e.g. balloons, confetti machines, screens, flags, bunting and everything else.)

Venue Space

• 500 capacity

• 3 small rooms and the main event space/dance floor available for you to book out/host for your events.

• The main event space has a DJ booth/band stand, lighting rig and a state of the art sound system.

• If you wanted to hold socials just for your society away from others you could book a small room that can then be catered to your needs.

• The small rooms will have a screen which we can isolate to allow for your messages/visuals/adverts to play.

• The small rooms will work well for sport societies who want to watch fixtures without risk of games clashing as all games can be shown on the screens inside the smaller rooms. If there is a much larger sporting fixture happening that the majority of people will want to watch we can screen it in the main event space on the big LED screen.

A large, stylized number '5' is the central graphic element. It is composed of two main colors: a vibrant pink and a dark navy blue. The top horizontal bar and the upper curve of the '5' are pink, while the lower curve and the bottom horizontal bar are dark blue. The background is a solid pink color, with a large, dark blue curved shape on the left side that partially overlaps the pink background and the number '5'.

Fundraising & RAG

Fundraising

As the Students' Union is a registered charity, there are some legal checks and procedures that must be followed before any donation of money can be made to another charity.

When collecting money for charity, it is important to ensure that the money being collected is secure and everyone donating knows which charity they are donating to.

We have a number of small collection tins and large collection buckets, along with seals, that can be borrowed by any student group, just email activities@gre.ac.uk.

You can pay the money you raised to your chosen charity a few ways:

- Through the SU: pay the money into your group's account along with any paperwork from the charity that they want to receive with the donation and we will send a cheque for the amount raised to the charity.
- Online: websites where you can donate online to charities have become increasingly popular and are an easy way to get donations paid straight to the charity - if the charity you are supporting uses an online fundraising website already where you can sign up as a fundraiser (for example JustGiving) then we recommend doing that as money donated there is given straight to the charity

RAG... what is it?

RAG (Raise and Give) is the official fundraising body of Greenwich Students' Union and is a National Student Fundraising Scheme that exists within SU's all over the country.

While we do not currently have a dedicated RAG team here at GSU, we are still very happy to support you in any fundraising endeavours that you do come up, keep track of every single bit of student fundraising that happens here at GSU, and come up with a final total of money raised by GSU Students at the end – so please do let us know of any fundraising activities that you are organising!

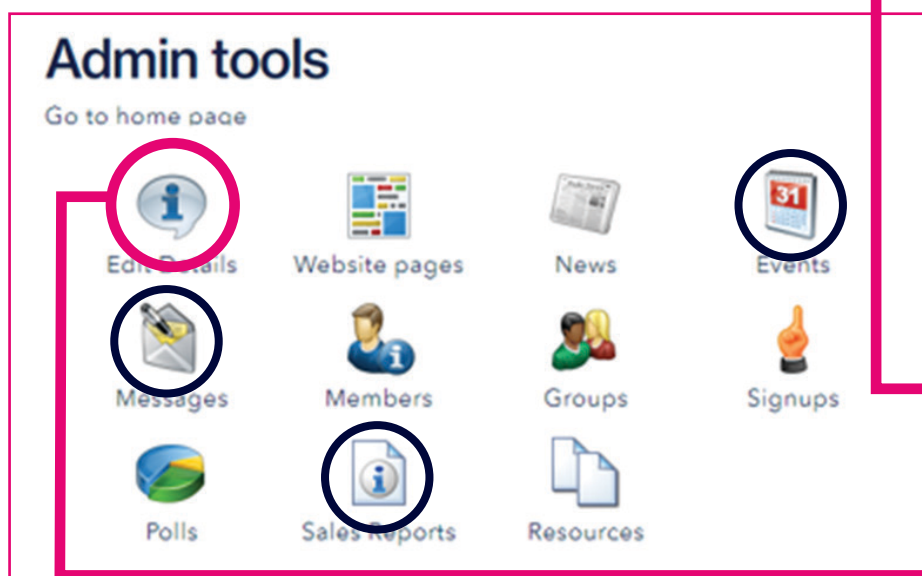


Updating your
webpage

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All approved student groups have a page on greenwichsu.co.uk, either categorized as Sports or Societies (with academic societies also appearing on Academic Communities too). Admin rights to edit each student group page will be given to all student group leaders that have paid membership, attended some form of Group Leader Training and signed their Code of Conduct for that academic year.



How to access your Society's website admin page:

- 1) Log in to your user account on our website
- 2) Click on the Admin tab, and then select your group
- 3) To edit the information displayed on your area, click 'Edit Details'



Other useful bits

- Create an event to appear both on your page and the SU Events page
- Send a message to all your members
- Check up on how many memberships/tickets/products that you've sold.



Health and Safety

Please select the type of incident you wish to report from the options listed below

- ➔ Incident with Injury ?
- ➔ Non Injury Incident ?
- ➔ Report of Illness ?
- ➔ Threatening behaviour/Physical abuse ?
- ➔ Security incident ?
- ➔ Fire and/or Alarm Activation ?
- ➔ Safeguarding concern ?
- ➔ Reportable Disease ?

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By law any accident, however minor, must be reported to the Activities Department within 24 hours. If necessary, contact the relevant emergency services on 999 (or the relevant local emergency number if abroad – often this is 112). If you are on campus then Security will do this for you and ensure that the emergency services have the correct information and that the gatehouse staff are expecting them.

Contact the Students' Union on 0208 331 7629 / 9596 to explain what has happened and get further support. If your trip is taking place outside of the Union opening hours, you must arrange to have a contact number for someone from the Activities team to reach. High risk or outdoor pursuit activities must have an additional set of procedures to deal with the emergencies that are specific to their activity.

This information should be communicated to group members via trip or event briefings and any necessary training.

It is the responsibility of the activity committee, trip leader and vehicle driver to ensure that all participants are aware of the actions to take in the event of an emergency. Accidents must be reported by completing the reporting form found on your University portal.

<https://app.workrite.co.uk/AmsUi/ReportIncident.aspx>

Following a report, an investigation may be undertaken by the Activities Manager or other relevant staff to gain further information about the incident, so please make sure the accident report form is filled in correctly and as fully as possible.



Transport



There are several options for transport for student groups. Please note this section does not deal with transport for sports fixtures.

**If you're going on a trip,
there are some forms that you need to fill out:**

- Private Car Registration Form: if you are travelling by your own vehicle you will need to fill out a Private Car Registration Form.
- Passenger List: before you leave on any trip, fixture or event involving transport, you need to ensure you have filled out a Passenger List, detailing who is travelling. This needs to be filled out and sent to the activities team at activities@gre.ac.uk or handed in at either Greenwich or Avery Hill Reception.

Driving Your Own Vehicle

If you are driving your own vehicle – whether it is a car, motorcycle, van, etc – and you are doing it for a club or society, we ask that you register your details with the Students' Union.

To register your vehicle, please fill out a Private Car Registration Form (found in the Resources Hub) and attach copies of:

- Plastic driver's licence (both sides)
- MOT Certificate (or new car registration form if the car is under 3 years old)
- Motor insurance
- Confirmation of taxation of the vehicle

If you drive on behalf of your group, you can claim back the fuel costs at 25 pence per mile. You will need to update this by sending a new form every academic year with all the updated details such as MOT certificates.

As mentioned in Health and Safety, you will need to inform us if there are any accidents or emergencies while you're travelling for a student group purpose. Contact emergency services first (if needed), then the SU offices and then you'll need to fill our an accident form (please see Health & Safety section).

For information on hiring a vehicle and using public transport, please see the FULL Travel Guide in the Resources Hub



Finances & spending

There are 3 main ways to use your Student Groups' funds:

Invoicing

With this method, an order can be placed by the student group or the Activities Team. Simply, make sure you request an invoice addressed to the Students Union, whenever an order is placed. We will then purchase it on your behalf.

Credit Card/Online

After completing the spending approval form, pop into the Activities Officer (in the Dreadnought Building), and an order can be made from the office with a card or through the Amazon account. Simple as that.

Reimbursements

For much smaller purchases, or as a last resort (and if you have completed the spending approval form) the student group can pay and then claim the money back with the claim form. All original receipts must be attached. If the cost is £30 or under, you may be able to claim this back in cash, from an SU office.

Invoices

Invoices are usually processed by the Union fortnightly. Payments may take at least a week to process – bear this in mind when you are accepting invoices from companies.

ALL invoices need to be addressed as such:

YOUR CLUB/SOC NAME
Greenwich Students Union
Dreadnought Building
30 Park Row
Greenwich, London
SE10 9LS

ALL invoices must include the following details:

- Date of invoice submission
 - Name and address of company/individuals
 - Contact email and number
 - Invoice number
 - Addressed to current member of staff or society with full name and address of GSU
 - PO/customer number (if applicable)
 - Full description of services with any associated dates/hours
 - One of the following: Company number/VAT number/ UTR number (for self-employed)
 - Current bank details for the specific company or individual
- Without the above, invoices cannot be processed and may delay the payment.

Reimbursements

Sometimes it isn't possible to pay via invoice or the GSU credit cards and Amazon Accounts, so the other option is to spend your own money then claim it back from the club accounts. Most importantly, to enable a claim to be processed the member who holds the Treasurer committee role **MUST** sign off all claim forms before they are processed. If the payment is not authorised first, we cannot guarantee a re-payment.

To claim back money you will need to keep the receipt for what was purchased (we cannot reimburse any money without receipts, and all receipts must have the name & address of the company on them) and fill in the online 'Activities Claim Form' then attach an image of the receipt. This will then be forwarded to a member of the activities team who will check and forward to the treasurer to be finalised.

The activities claim form link can be found here:
forms.gle/CWfe2PGi9L97NZGD6

If the cost is £30 or under, you may be able to claim this back in cash, from an SU office. Again remember all claim forms must be signed off by the Treasurer.

Please ensure that you keep track of all income and expenditure from of your group, and maintain an up to date balance of your Society's financial account. If you require an update from GSU staff, please email activities@gre.ac.uk.



Memberships

Membership fees are set by the committee. If you would like to change the membership fee for your society please contact a member of the activities team. Membership fees can be paid online through the SU website or at the SU reception in Avery Hill or the Dreadnought Building in Greenwich. They offer a great opportunity for you to budget for your year ahead, get money in your account early on, and organise better value events for all of your members.

Products

A product can be set up online, and will appear on your society page on the SU website. This includes hoodies, tickets for events, or sign up lists. To get a product on the website email activities@gre.ac.uk with full details of the product. The money will go directly into your society bank account.

Paying in Money

You can pay cash straight into your account, such as that collected through fundraising activities. To do this, you need to hand the cash in to a Union Reception or Activities staff member. If the money is to be donated to an external charity, then please make this very clear, and provide the details of the charity that the money is to be paid to.

Funding

Activities Development Fund
The Activities Development Fund is available to approved student groups that require help with either the delivery of an activity or event that aids in the professional or personal development of their members and/or group – for example, the attendance/organisation of a talk/conference, a company visit, or a trip to a place of significant cultural value. With all applications, approval will depend on how well it fits the criteria:

- Students must show an effort in raising at least 10% of the funding total
- The funding will need to have a long-term impact. This can either be to develop an existing activity or allow a new one to be established.
- The project should be widely promoted and engage with as many students as possible.
- If requesting funding for a course (e.g. training), the attendee will be bringing back knowledge or skills that will be used to benefit the group as a whole.

The group will need to complete an online application form outlining the nature of the project, course or activity and its benefit to students/your group. You can find the form here: forms.gle/cG1C1KMkVVJYGAVH7.



**Elections &
handover**



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Society Elections

All student groups that have been running since before January must hold an annual election to decide who will run the group for the following academic year.

These elections should be held between March and May.
You can hold elections in one of two ways.

An online election

Activities staff will set up an online election, which will be viewable by members of the student group on the SU website. Nominations, manifestos and voting will take place on the website and the results will be emailed out to all the members.

Just because you choose an online election, doesn't mean you can't invite members and candidates to a formal Hustings event. This can give your members a better chance to make an educated vote and offer your candidates a better opportunity to platform themselves.

Things to remember for an online election:

- Decide on a timeline for each stage of the election (Nominations, manifestos, voting, results)
- Please bear in mind that each stage of the election process must be on a weekday
- Confirm the leadership positions that are up for election to activities staff
- Inform your members about the election and keep them up to date with each stage
- Results will be emailed to all members by activities staff

An in-person meeting

If you are doing this you must invite the VP Student Activities and/or a member of the Societies Exec. This is to ensure that the process is fair and democratic.

Things to remember for an in-person election:

- Book a room for your meeting through the normal room booking process
- Invite a GSU Officer or member of the Societies Executive to your election.
- Decide what leadership positions are up for election (Including the three compulsory positions of Chairperson/President, Secretary and Treasurer)
- Invite all of your members to your election
- Prepare the ballot papers
- Designate someone to count the votes and send the result to the Activities team

Groups that have started since January do not have to hold an election in the same academic year. The original committee members named on the start-up form can continue to be committee members until the following year's group election period.

However, committee members do have to be current students, so anyone who is leaving won't be able to be on committee once they've finished their course and graduated – in this case, a bi-election will need to take place before the end of the academic year, to fill these positions only.

After the Election – What Next?

If you've had an in-person election, you should send the record of voting and the details of the new leadership team to the Activities team. If the elections are done online, then we automatically have the necessary information. All new group leaders are expected to attend training. This is very important as it will form the basis of your knowledge as a group leader and will be an opportunity for you to get to know the Activities staff and other group leaders. There will be a compulsory training day held in May, where committees will be given important info on how to run their group and also sign the Code of Conduct. If you cannot attend, you must make arrangements before the start of the next academic year or you won't be ratified as a society.

Handover

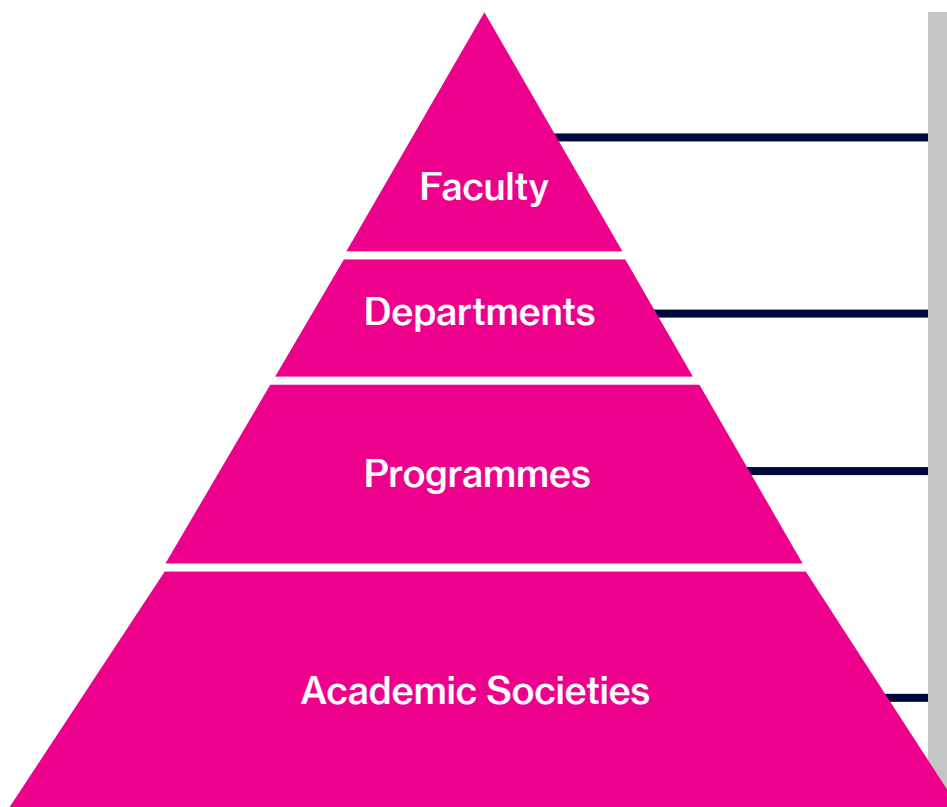
We recommend that new group leaders meet with outgoing group leaders to talk about how the year has been, and how to improve the group going forward. You should also decide the date that your leadership team is officially handing over and let the Activities team know. If we don't hear about a date then we assume that as soon as the new leadership team details are given to us that we should be contacting them, not the outgoing group leaders.

However it is good practice to work together for a while, so if you do want to do that and chose a later date to 'officially' hand over, then please just let the Activities team know.



11

Academic Communities



Faculty

Departments

Programmes

Academic Societies

There are 4 faculties: Business School; Education & Health; Liberal Arts and Sciences (FLAS); and Engineering & Science. Each has a Faculty Rep (a student from each faculty) who take all of the info from Programme Reps and voice them to the student assembly.

All of the programmes are group together in different departments within each faculty. For example, FLAS has departments like Mathematical Science which includes all of the related programmes of study.

These are the courses that you study. Each programme has 2 Programme Reps (students from each programme) whose job it is to report all feedback from students about their course.

You form the base of the academic communities on campus! This means that you are the main groups who have the power to bring students together and really make their student experience that much better.

Academic Communities

Your contact:
Academic Communities
Coordinator, Priya Pabla
(p.pabla@gre.ac.uk).

Academic communities are being put on the map this year! The job of the academic communities coordinator is to make sure every student can get involved in loads of events that are tailored to them specifically. Greenwich doesn't have a lot of conventional students (18 year old, straight out of education), but there are a lot who commute in, have families and kids, are mature or international students. The job for Academic Communities is the make sure there are events that suit everyone's needs. Mainly, it's about looking after academic societies as this is where most students in their course are likely to go for socials. However, any student, society or sports club are welcome to take advantage of Academic Communities resources and Priya if they're planning something to engage with non-conventional students.

Jargon Buster:

Faculty, Department, Reps... there's a lot of terminology to get your head around when understanding your role as an academic community, but don't worry – use the above diagram to help guide you through.

As you can see, there are a lot of people who can help you to create a bigger name for yourselves and give you that exposure. It's always worth finding out who your reps are and getting them involved in your events and activities – just one of the many ways we can build a better academic community!

Funding:

There is £1000 of funding for each faculty which is available to academic societies to develop their communities. As each faculty has a different number of academic societies, there will be a different amount of funding available to you. Again, this is something you can ask Priya about. It's easy to apply for it, but as it is a set amount, it will be allocated equally between societies and this will be considered by the Society Exec when they approve any applications. Like the Activities Development

Fund, there are criteria any application needs to fit:

- It will engage students in 'community' building activities
 - It will be mindful of groups such as 'commuter' students or other specific groups of students who may traditionally be less engaged in society events/activities.
 - Projects that would be collaborative between more than one group of students, e.g. programme reps and an academic society.
 - There is some effort demonstrated of your group raising at least 10% of the amount applied for.
- You can find the application form here: <https://forms.gle/wiLugXSPqKqXw9Z38>.

Creating an Academic Community:

You've already created an academic community so you're already one step along the way! The extra funding and resources are tools for you to enhance your societies and make them bigger than they have been before. Academic society members want to know that they will be offered opportunities to have fun throughout their studies and also get help on the academic side of things from people who are in the same boat as them.

