



DEPARTMENTAL SOCIETIES HANDBOOK

**A guideline to setting up and
running your own
Departmental Society.**

Page of Contents

1. ***Welcome***
2. ***Benefits of Departmental Societies***
3. ***Hear from one of our current Departmental Societies***
4. ***How the Guild can support you***
5. ***Thank you***

1. Welcome

Welcome to the Departmental Societies Handbook! We're excited that you've made the first step in learning more about Departmental Societies here at UCB.

One of the Guild's annual objectives is to support students in creating new connections for friendship and support via our events and student groups. Our goal is to establish a Departmental Society in all the courses at UCB to support this objective.

But, to do that we need you, **the students**! The Guild can support you in setting up your Departmental Society, but the drive needs to come from our UCB membership. So, we hope this handbook is a start to inform you on what opportunities are available to you!

UCB Guild Team

2. Benefits of Departmental Society

Employability

We want to ensure that students get the most out of their time at UCB, and get to leave at their personal best while feeling prepared to take on their future goals.

Due to the vocational aspect of UCB courses, we want to support students with their employability for when they progress to the professional world. Departmental Societies are one way students can develop their employability by:

- Organising sessions with industry guest speakers
- Visiting industry sites
- Putting on course/industry specific workshops
- Building organisation and leadership skills by running a Departmental Society
- Running CV workshops with society members

Networking

An important aspect of any professional development is networking, whether a student is setting up their own business or going to a job interview, being able to present yourself in the professional sphere is crucial.

Students can use Departmental Societies to hone those skills by organising workshops, attending industry specific career fairs, or even practising with one another!

Peer-support and expanding social circles at UCB

We want students to be able to say that they've established connections and friends during their time at UCB. Setting up or joining a Departmental Society gives you the opportunity to meet other students on your course and department in a less formal setting. These connections can support you not only academically but also personally.

3. Hear from one of our current Departmental Societies!

Bakery Society

The Bakery Society is one of our most active Departmental Societies. Take a look below on what they've been up to!



Society Trips

ABST Competition

Hobbs House Bakery visit

Whitworth Bros Tours

Work experience at Greenhalgh's

Craft Bakery



Hear from one of our current Departmental Societies!

Bakery Society

Running the bakery society this year has helped me get out there, be confident and network a lot. I have been able to organise trips to a few companies and talk to them, get experience with them that will help me with my career. I have also been able to enhance my organisational, management, communication and leadership skills through this and it has overall been a great experience.

To see more of what they've been up to, take a
look at their Instagram page
@ucb_bakerystudents

4. How the Guild can support you

Event Support

TIPS

✓ Let us know at least one month in advance if you require event support

✓ Check that you have enough existing funds for your event

Want to run an event for your society? Here are some ways the Guild can help!

- We can support you in putting together a budgeting plan for your event
- We can provide the infrastructure to sell tickets via our online Guild shop
- We can book a space on campus for you to host your events
- We can help promote your events and activities

Administration and Finance

TIPS

✓ Please ensure that you complete your bid for Society Direct Funding a month before you need it

The Guild's Communities team offers administrative support to help committees set up and run their societies, troubleshoot any problems and access to the Guild's website.

We also offer some financial support through our Society Direct Funding pot. Active societies can request for additional funding for events or projects via our Direct Funding Bid – applications must be submitted at least one month in advance.

Communications

TIPS

✓ If you are promoting an event, please provide us with your caption and poster at least 2 weeks in advance

We can support you by promoting your society and its activities on our social media platforms and website.

We want to help you reach as many students as possible, and the first step to this is promotion. You are also welcome to join us for the HE Welcome Fest in September and February and run a society stall there to connect with prospective new members.

5. Thank you!

Thank you for taking the time to learn more about Departmental Societies! We're excited to support you in either joining an active society, or setting up your very own group.

For more information on current active societies please do take a look at our Clubs & Societies page on the Guild website.



ucbguild.co.uk/student-groups

If you have any questions, or want to start your own society, email our Communities team here:

society.support@ucbguild.co.uk

Keep in touch!

Instagram: [@ucbguildofstudents](https://www.instagram.com/ucbguildofstudents)

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Visit us:

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