



How to start your society



Your Name:

Your Society name:



The steps

1. You tell us that you'd like to set up a society
2. You formally submit your society application through the Guild form
3. Administration: Risk Assessment and Society Constitution
4. Committee Training
5. **SOCEITY IS ACTIVATED!**





Society application

So you want to start a society? That's great to hear!

Before you start this exciting journey, you will first need to formally submit your society application to the Guild. You will still need to do this even if you have already contacted us to express an interest in setting up your society.

**Scan this QR
code to submit
your application**



<https://forms.cloud.microsoft/e/e92uTyfg55>

society.support@ucbguild.co.uk



Society application

The application form will ask you some questions on your society. While completing the form, please consider these points in your answers:

Society Description

First, check the Student Groups page on the Guild website to check that you are not duplicating any existing societies. If there is an active society with a similar description, you will need to adjust yours to ensure they differ. Please get in touch if you have any questions about this.

When writing your society description, think about including the kinds of activities and events you would like to do as a society. This is key in attracting members and setting yourself a goal to achieve.

Society Leaders

To submit your society application, you will need a minimum of 2 UCB students to run the society:

- President
- Treasurer

society.support@ucbguild.co.uk

Clubs and
Societies page
on the Guild
Website





Society application

The application form will ask you some questions on your society. While completing the form, please consider these points in your answers:

Society Activities and Events

Your answer in this section isn't setting-stone, but we just want you to start thinking about what kinds of events you want to do this academic year. This way you can start planning ahead to save you getting too overwhelmed later in the year, and the Guild can assess how we can best support you.

Under 18/FE inclusivity

This section is relevant to societies ran by Sixth Form & College Students and HE societies who want to be open to under 18 and FE students.

If you want your society to be 18 inclusive, there are just some extra safeguarding steps you will need to complete:

- Additional in-person safeguarding training
- Additional Risk Assessment (RA) to accommodate under-18 students.

Committees must attend the safeguarding training and complete the RA before opening thier society up to under-18 students.



Society admin

Once we receive your society application, a staff member from the Guild Communities team will email you via society.support@ucbguild.co.uk with the next steps in getting your society set up.

Risk Assessment (RA)

- a. A RA is a systematic process of identifying potential hazards evaluating the likelihood and severity of harm they could cause, determining appropriate control measures to minimize those risk. Societies need to create a master RA which covers all its activities for the academic year.
- b. The society RA template is an Excel spreadsheet with tabs below for examples of activities, such as 'on campus meeting' and 'travel'. Societies only need to fill in the tabs relevant to their activities.



If you need any support with your RA, please contact us via the society support email and we will assist.

society.support@ucbguild.co.uk



Society admin

The application form will ask you some questions on your society. While completing the form, please consider these points in your answers:

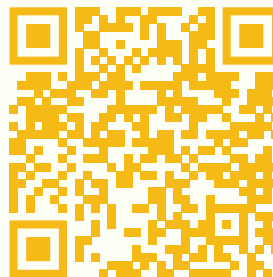
Constitution

- a. A constitution is a written document which outlines regulations when societies are affiliated with the Guild. The outlines include, rights of memberships, duties of committees, safety etc.
- b. Committees must sign and return the constitution to the Guild by emailing Society Support.

Signatories Agreement

- a. Committee members must also read and understand the Signatories' Agreement which outlined the expectations of society signatories, legal requirements, and how you can plan for your society's success.

**Scan this QR for
a copy of the
agreement**





Committee Training

Once the society set-up administration has been discussed, as a final step you will need to complete some online Committee Training on Canvas.

There are two courses:

Group Training – Your time on Committee

This course outlines everything you should know about leading a society.

- Staff contacts
- Student Group Privileges
- GDPR
- How to navigate the Guild website
- Society Reimbursements and Payments

How to organise a Society Event

This course outlines everything you should know about organising and running a society event.

- Coming up with event ideas
- Risk Assessments
- Budget and financing an event
- How to run your event

society.support@ucbguild.co.uk

Once you have completed the training, please email the completion certificate to Society Support.



Society ACTIVE!

Once you have completed all of the steps above, you society will be activated! **Congratulations!**

**This doesn't mean we stop
supporting you**

You can get in touch with us at any time and we will be more than happy to assist you.

Here are some of the key things that happen next:

- Your society gets added onto the Student Groups page on the Guild website
- You will receive a new society email address
- You will be given £40 in society start-up funds to help you get started

**Access your
Society Lead
Handbook
here**



**Clubs and
Societies page
on the Guild
Website**

