

New Society Booklet 26/27

Arts SU Communities



WELCOME

to the world of Arts SU Societies

In this booklet, you will find all the information you need to start up your society!

We recommend going through the contents of this booklet with the whole committee so you can make the decisions as a team.

Please fill out as much of the booklet as possible. If you have any questions or need any advice, please contact the Communities Team and a Communities Development Coordinator will help you.

All booklets should be submitted to communities@su.arts.ac.uk in time to the deadline.

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New Society Proposal Form

1. Name of proposed society:

2. Why do you want to create this society? (minimum 200 words)

Think: What is the purpose of your society? Why is it important to the UAL students? What do you want to achieve by creating the society? Please give as much detail as possible.

3. What are your planned activities/projects/events/socials. Please list at least THREE things

4. In three words describe the ethos/values of your society

5. Using your answers above please write three 'objectives'/'aims' of your society. These will form your society 'constitution'

6. Are there any societies that are similar to yours? If so, which ones and how does yours differ? Please check the Arts SU Website for information about existing societies

7. Please pick a society category that your society will fall under:

Academic

Creative

Cultural

Liberation group

Media

Faith

Other

8. Your proposed Society Media/Contact details

- **Email Address:**
- **Instagram:**
- **Other social media/website platforms:**

Committee Roles

Before submitting this form, you must have a confirmed President and Treasurer.

The student fulfilling the role of the Treasurer cannot be the same as the President. This is to ensure that there is a balance of decision making and that the society is democratic.

Responsibilities of the President: Overseeing the overall direction of the society, planning events/exhibitions, ensuring that the society is a positive outlet for student members; liaising with students' union officers and staff on all issues; ensuring compliance with all students' union policies and regulations.

Responsibilities of the Treasurer: Administering and recording society finances using up-to-date budgets; authorising all society expenditure; abiding by students' union financial procedures.

Other committee members: As well as the President and Treasurer societies can add as many other committees as they would like.

Having additional committee members can be a real asset to the society. Other committee members might include: Vice-President, Social Secretary, Social Media Officer, Head of Events etc.

Please list all Committee Members in the table below.

Committee Members

Committee Role	Name	UAL Email	College and course
President			
Treasurer			

Sign Ups

You will need to find 10 students (committee are included) that are interested in the idea of this sports club. Please get them to fill out the form below.

If your application is successful, it is mandatory for all members to get a membership on the Arts SU website so they can be kept up to date with important information from the communities coordinators.

Arts SU is committed to the protection of the personal data of students, employees, suppliers and other individuals whom we might hold information about. The Union acknowledges the General Data Protection Regulations and UK Data Protection Legislation and the Privacy of Electronic Communications Regulations as the primary legislation relating to data handling and processing. If you want to find out more about how we handle your data go to our website:

<https://www.arts-su.com/union/governance/data/>

Sign Ups Table

Name	UAL email	Signature (can be printed)	Date

Arts SU Funding

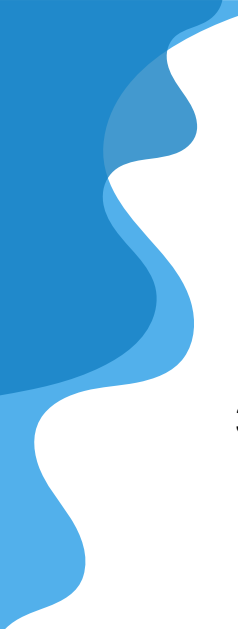
It is possible for all societies at Arts SU to be free due to grants that we receive from UAL. It is therefore a good idea to have a rough estimate of any recurring costs that your society might incur. Some societies will require very few funds, whereas others require more regular funds.

You do not need to know a full cost breakdown for these at this stage. You will however be required to submit grant requests throughout the academic year to fund your regular and future one-off activities. You can find more information about this on the Arts SU website here: <https://www.arts-su.com/communities/resources/training/>

You are also able to fundraise for your club activities and pursue sponsorship.

1. All societies are eligible for a £100 start-up grant. If your society is approved, would you like this grant and how do you intend to spend it?

2. Do you have an idea of what the regular activities will look like for your society? *Think about how many activities/events you will have per term? What type of activities/events? Please include rough costs if possible.*



3. Do you expect to generate income with your society?

**4. Would you like to charge a membership fee to join your society?
If so please include the cost and details of why you would like to charge this. *Please remember that the lower the membership, the more accessible the society is likely to be for all UAL students so we like to encourage free memberships where possible. Any costs generated through memberships would go back into the society.***

5. Are you planning on working with any external organisations and/or sponsors? *If yes, please provide any details*

Accessibility and Inclusion

It is important for all clubs and societies to create a safe and welcoming space that upholds the values of equality, equity and diversity. We ask committee members to think actively about accessibility and inclusion within their society.

You can find a UAL Accessible Spaces Guide and Inclusive Event Checklist on the Arts SU Website here: <https://www.arts-su.com/communities/resources/bookings/>

1. How will you make the society welcoming and accessible to students from different backgrounds?

2. Are there any barriers that could prevent students from participating? If so, how will you work to reduce these barriers

3. Does your society have any specific accessibility requirements that Arts SU need to know about? How can Arts SU support you?

Your Society Logo

We ask all clubs and societies to create a logo. You can check out existing club and society logos on the Arts SU website for inspiration - <https://www.arts-su.com/communities/groups/>

Please find the UAL branding guide to consider when creating your logo. Please do not use the “UAL:”, including both the font and the colon. See more info here:
<https://www.arts.ac.uk/brand/using-our-brand/arts-su-sports-clubs-and-societies>

Insert your logo below:

Checklist

- ☐ We have filled out the new society proposal form
- ☐ We have appointed a President and Treasurer
- ☐ We have appointed any other committee roles that we need and stated their responsibilities
- ☐ We have set up a society email address i.e. UALgamingsociety@gmail.com
- ☐ We have checked that there are no other societies like ours on the Arts SU website
- ☐ We have had at least 10 people sign up their interest for our new society
- ☐ We have attached our society logo
- ☐ We have checked out the [Committee Training](#) resources on the Arts SU website to understand what it takes to run a society

Once you have completed this checklist, you are ready to submit this booklet. Please save the document as “[NAME OF YOUR SOCIETY] – New Society Booklet” and send it to communities@su.arts.ac.uk for review

We look forward to starting up your new society at Arts SU!

