



# **SURVIVAL GUIDE**

## **2011-2012**





### GENERAL

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The University of Strathclyde Students Association (USSA) values student activities very highly and offers a great deal of support to clubs and societies in a variety of ways. New clubs and societies and new committee may or may not fully know what support they can receive from USSA. This guide and the training you receive with it will inform with everything you need to know about USSA's support so you can run a successful club or society.

#### Student Activities

University of Strathclyde Students Association  
Level 7  
The Union  
90 John Street  
Glasgow  
G1 1JH

Tel: 0141 567 5047

Fax: 0141 567 5050

Office hours: - Monday – Friday 10.00am – 4.00pm

#### Contact Info

Gill Currah

Vice President Activities and Development

[Ussa.vpad@strath.ac.uk](mailto:Ussa.vpad@strath.ac.uk)

07557344064

Carole McGriesh

Student Activities Development Co-ordinator

[c.mcgreish@strath.ac.uk](mailto:c.mcgreish@strath.ac.uk)

Susan Miller

Student Activities Administrator

[susan.miller@strath.ac.uk](mailto:susan.miller@strath.ac.uk)

#### Clubs and Societies Executive

Chris Milborrow [ussa.vpad@strath.ac.uk](mailto:ussa.vpad@strath.ac.uk)

Clubs and Societies should inform the Student Activities staff of:

- President & Treasurer's contact details (& anyone else on the club committee)
- Training times and places
- Meeting times and places
- Any other relevant information about your club for students interested in joining your club
- Additional information when requested



Within the Office you will find the club's filing cabinet containing your club registration documents & membership lists.

- **LETTERS & CORRESPONDENCE**
  - C&S provides postage for club mail; please leave mail with a member of Student Activities staff
  - Mail can be sent to the building and it will be held for your club or society to pick up from level 7
  
- **PHOTOCOPYING/TELEPHONE CALLS**
  - Photocopying and telephone facilities are available from C&S office for club use only, please ask Leanne for assistance
  
- **FLYERS**
  - All clubs should provide a flyer containing contact details and meeting times. Flyers should be A5 size, and can be photocopied in level 7. A master copy of the flyer must be handed in to the office.

## **AIMS AND OBJECTIVES OF CLUBS AND SOCIETIES**

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Aims and Objectives of Clubs and Societies

- Clubs and Societies aims to:
  - Increase involvement and participation of students in their Association
  - Facilitate and support the bringing together of like minded students with common interests and/or beliefs thereby providing a platform for social engagement
  - Provide opportunities for personal development
  - Create a sense of belonging and community
  - Be open and accessible to all students
  
- We will do this by:
  - Providing a robust structure of support to ensure clubs and societies can achieve their aims and objectives and to realise their potential
  - This includes but is not limited to financial support, officer and staff support, resources and training.
  - The effective communication of opportunities available to the wider student body
  - Clubs and Societies will run alongside USSA and operated under it's policies and procedures, including but not limited to the Constitution, Standing Policies and Equal Opportunities Policy.



## **THE CLUBS AND SOCIETIES EXECUTIVE COMMITTEE**

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The Executive Committee meet fortnightly to discuss and authorise sponsorship requests as well as any other clubs business. New clubs are affiliated at the Executive Meetings.

There are 6 members of the Executive Committee

### **Vice President Activities and Development ([ussa.vpad@strath.ac.uk](mailto:ussa.vpad@strath.ac.uk))**

The VPAD is responsible for the day to day running of Student Activities including Clubs & Societies and Volunteering. The VPAD chairs the Executive Committee and General Meetings. He/she also sits on other important committees as your representative - Student Association Executive. Can sign sponsorships requests of up to £50 without going through the Executive Committee.

### **5 Ordinary Members**

These members are elected at the AGM every year around April and hold office for a year. They are available to assist and support clubs and societies day to day and provide them with development support. They also work on procedures and policies to make things better for clubs and societies.

## **GENERAL MEETINGS**

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It is in your club's interest to make sure there is someone attending each C&S General Meeting. The time and dates of the meetings will be communicated to you in advance via e-mail. There will be 2 GMs each year and 1 AGM.

The Executive Committee will be there to tell you all that's going on in C&S, things you may need to do and more importantly these meetings provide the opportunity for you to ask questions or raise any problems you may have.

At least one committee member from each club or society must attend each and every general committee meeting.

## **ACTIVITIES AND DEVELOPMENT FORUMS**

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The activities and development forum is a platform for all Strathclyde students to engage in making changes and improving things related to volunteering, student activities, employability and development and is chaired by the VPAD.

Although attendance is not compulsory attending these meetings will give you an insight to how the association runs as well as giving you the opportunity to shape things for the better for yourself and others. The forum will take place regularly through the year and you will be notified in advance.



## RETURNING CLUBS

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Clubs who have been previously affiliated to Clubs & Societies automatically are re-affiliated if they once they complete a new registration form as well as obtaining 10 sign ups on their membership forms and paying the relevant membership fees. These clubs should collect the membership money for each member and pay it into the savings account using the green pay in form. Completed registration and membership forms should be handed into the student activities office so that the details can be inputted on to the database.

Please update C&S with any further members who join your club throughout the year so that they can be added to the database. You can either hand in the subsequent membership forms or you can email the members details to [susan.miller@strath.ac.uk](mailto:susan.miller@strath.ac.uk)

Please ensure you pay all of your member's membership money into your savings account – an audit will be done every few months of the club's accounts to ensure the amount of members your club has matches the amount of membership payments that have been put into your club's savings account.

## NEW CLUBS

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Complete your club registration form. Obtain 10 names on your membership forms. Hand these completed forms into level 7. Your club will be affiliated at the next C&S Executive Meeting. You will need to make sure a representative from your club attends the General meeting after the Executive meeting otherwise your club will not be approved for affiliation.

Once affiliated you can collect your membership money. Pay it into your savings account using the green pay in form.

Please update C&S with any further members who join your club throughout the year so that they can be added to the database. You can either hand in the subsequent membership forms or you can email the members details to [susan.miller@strath.ac.uk](mailto:susan.miller@strath.ac.uk)

Please ensure you pay all of your member's membership money into your savings account – an audit will be done every few months of the club's accounts to ensure the amount of members your club has matches the amount of membership payments that have been put into your club's savings account.

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## **COMMITTEE STRUCTURE BEST PRACTICE**

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### Convener/ President

- Co-ordinates all club activity
- Represents the club at any meeting
- Is responsible for club actions
- Provides a high standard of instruction and leadership for the members
- Acts as the authorised signatory for the club's savings account

### Club Secretary

- Administers the membership of the club and ensures that all those participating are C&S members
- Ensures that all relevant forms are filled in and returned to the C&S office

### Club Treasurer

- Co-ordinates and monitors the Club's financial position
- Reports the club's financial position to the club's committee & C&S Treasurer
- Submits any requests for the purchase of new equipment or kits, and;
- Acts as the authorised signatory for the club's savings account

## **ROOM BOOKINGS/ HIRING FACILITIES**

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### • **ROOM BOOKINGS**

Meeting room bookings should be made through Ann Logie, Room Bookings Co-ordinator. She is based on Level 7 of the Union building. She can be contacted on: 0141-567-5030 [ann.logie@strath.ac.uk](mailto:ann.logie@strath.ac.uk)

If your club requires refreshments etc you must inform Ann and a member of Student Activities Staff. Your club will be charged for these and the appropriate funds must be in place **before** your meeting takes place. Clubs and societies will not be charged for meeting room hire as long as your club is an affiliated to USSA.

### • **VENUE HIRES**

Hiring the Debates Chamber, Vertigo etc. Contact Ann Logie (as above) to make the booking. There may be some cost involved to book a venue, the room itself does not incur a cost but there will be a cost of a door steward if the event has more than 100 people, you may have to pay for the bar staff unless the bar generates enough income and if the building is usually closed at this time you may need to pay for a duty manager to open up, Ann can give details of these costs. You must let clubs office know you are hiring these venues so that we can check whether you have sufficient funds in your account. If you don't have the funds – you will not be allowed to book any venue hire. You must also provide clubs with a list of your requirements – equipment hire, refreshments as again these are chargeable to your club account.



## CLUB ACCOUNTS

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It is the responsibility of the club treasurer to ensure that they are at all times aware of the state of their club's account. To review your account, ask the Finance Office on level 9, Susan, Carole or Ann on level 7.

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When you receive this your account will be split into three sections as follows:

1. **Grant Account** – This account where any money granted for from USSA is held. It is automatically zeroed at the end of the financial year.
2. **Savings Account** – This account is used for the individual clubs savings money. The money belongs solely to the club and is the responsibility of a designated individual within the club committee (usually the treasurer). Clubs & Societies acts as a banker for these funds and we will not allow the account to be overdrawn. Any purchases made using this fund will be the responsibility of the designated individual and of the club. Clubs & Societies will not take responsibility for these purchases. At the end of the financial year any funds remaining in this account will be carried over into the new financial year.
3. **Reserve Account** – This account will allow clubs to pass funds from one year to the next. It can be used to host significant cash income through the sale of assets or as a saving scheme to purchase expensive items. The use of this fund is controlled by Clubs & Societies and expenditure of funds must follow standard financial procedures.

## FORMS

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Everybody's favourite activity is the filling out of forms. What are they? What do they do? And why are they so many different colours. Nobody knows all of the answers, but this section will try and help you to fill in the right forms for the right occasion. There are also samples of the forms in the appendices at the end of this document.

- **GRANT REQUEST FORM (YELLOW)**

- These are to be used when requesting extra funding for activities, equipment etc.
- This form should be left in the Finance tray in level 7. The form will be submitted to the next C&S Executive meeting for approval.
- You will receive an email from C&S informing whether your grant application has been unsuccessful or successful
- When you make an expenses claim we will cross-refer to make sure all the information tallies.
- When you make an expenses claim in connection to your grant request form, we will cross reference to make sure all the information tallies with that requested and approved.

- **CASH CLAIM FORM (BLUE)**

- These are to be used for cash which has been paid out.
- **Receipts MUST be attached.** When you have completed your cash claim form and attached the receipt to the back of it, you should then pass it to Susan who will process it immediately.



- You will need to get the form signed off by the VPAD to authorise the claim so the cash office will give you the money. If there is nobody around, leave the completed form in the Finance box in level 7 or with a member or staff. You may have to wait for a claim to be authorised. Once you have the authorised claim, take it to the cash office on level 9 to receive your money.

- **CHEQUE REQUEST FORMS (PINK)**

- These are to be used for claiming money back that is over £100.
- **Receipts, invoices MUST be attached**
- Once completed, the form should be left with Susan by **12:00 on Monday**. If she is not around, leave them in the Finance box in level 7 or with a member of staff.
- Cheques are normally processed on a weekly basis although they will take longer if this is the first time you have used the supplier or it's the first time you've received a cheque from the Union.

**You should always allow at least a fortnight for the cheque request to be processed.**

- **PURCHASE ORDER REQUEST (WHITE)**

- These are used to request a purchase order number when you want to order any new kit, equipment, etc.
- C&S will not be held responsible for payment of any equipment ordered without a purchase order number.
- These forms should be completed before any supplier is used.
- This is our way of confirming to suppliers that the order is valid and that payment will be made.

**Once the purchase order has been approved, Susan will order your equipment**

- **TRANSPORT FORM (ORANGE)**

- This form needs to be filled in when hiring any vehicles
- They must be filled in correctly and times must coordinate with the hire companies opening times, which are noted on the reverse of the forms
- Pass completed forms to Susan

- **PAY IN FORM (GREEN)**

- Complete a form and take it to the Level 9 Cash Office (opening hours 10.00am 4.30pm) along with the cash or cheque you wish to deposit.
- They will issue you with a receipt which you should keep for your records.
- Anyone can deposit funds into your account, ideal for when you are collecting money for clothing etc

- **CLUB REGISTRATION FORM (PURPLE)**

- You must complete this should you want to re-affiliate or affiliate your club

- **MEMBERSHIP SIGN UP FORM (PURPLE)**

- Any members who wish to join your club must write their details on this form. Copies of this form must be submitted to C&S office who will add your member's details to the clubs database.