



SU Societies Handbook

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Welcome



Running a society is one of the most rewarding and enjoyable things you can do at university, and that's exactly why we love it! But it can also come with its fair share of challenges, so that's where this guide comes in. We've put it together to answer your questions, offer practical advice, and help you run your society like a pro.

You're part of the Societies area, which includes Arts, Departmental, Ethical & Political, Faith & Culture, and Recreational societies. As your Students' Union (SU), we're separate from the University, and we're here to support you every step of the way. It can be a bit confusing at times, but think of us as your go-to team for all things student life. Some things we handle in-house, like marketing, finance and certain facilities like theatre bookings, for example. For others, like film licensing, venue hire, and certain room bookings, we'll point you in the right direction with the Uni or external providers.

This guide will walk you through who to contact for what, how to plan events, run your society smoothly, and keep everything safe and sound.

We're here to support you in organising your activities, but ultimately, it's your society, and you're in the driving seat. We'll always do our best to help, but before firing off an email, have a quick look through the resources already provided or available to you (both from us and the Uni). We've packed in loads of useful info, and while we're happy to help, we're not the ones managing every service, so a little detective work on your end goes a long way!

Activities Officer

The Activities Officer is your elected representative and they're here to champion your ideas, support your events, and make sure your voice is heard at every level of the SU and University.

Whether you're starting a new society, planning a big event, or just need advice on how to get more members involved, the Activities Officer is able to support you. They work closely with SU staff and the Activities Exec to help student groups grow, stay safe, and have the best possible experience.

This year, your elected Activities Officer is Sam.

Sam is here to support all societies, volunteering and fundraising groups. He studied International Politics and Modern Languages and spent a year teaching in Austria. Sam's passionate about student life, community, and all things Eurovision!

He's your go-to for advice, ideas, and support, whether you're planning an event or just need a chat.

You can reach him at
SUactivities@bath.ac.uk
or pop by his office in 1E
3.21 or The Edge.



Activities Executive Committee



The Activities Executive Committee (AEC) is a team of elected student volunteers who support the Activities Officer to represent the voices of societies and volunteering groups to not only the SU, but also the University and the wider community.

The committee meets several times a year to share your feedback to the Activities Officer and SU staff. Your feedback is used to inform discussions on key topics such as areas for improvement, success stories and upcoming events. They will also vote on important things like the Societies Membership Fund (we'll talk more about this later), affiliations and Society of the Month.

There are eight roles within the AEC, each designed to ensure that all types of student groups are represented, and that the committee runs effectively:

Chair

This is a new role for this year. The role has been created to ensure the full and efficient functioning of the Executive Committee by ensuring a high standard of communication within the executive group, obtaining agenda items from other members, and calling meetings outside of the schedule if necessary. Their main responsibility is to chair the Activities Executive Committee meetings.

Executive Treasurer

There are 2 Executive Treasurers in the AEC, who come into the office each week. They help societies and volunteering groups stay on top of their money. They make sure finance forms and invoices get approved quickly, so groups can run events and buy what they need without delays.

They also keep an eye on the Societies Membership Fund (that's the pot of money societies can apply to for extra support), and help decide how it's spent. Plus, they give updates to the AEC about how things are going financially and help make decisions about funding and spending.

Basically, if your group needs to spend money, apply for funding, or just wants advice on budgeting, the Exec Treasurers are your go-to!

You need to send any invoices for approval or questions regarding finances to the Executive Treasurers via their email:

su-socsexec-treasurers@bath.ac.uk.

Area Representatives

Each of the 5 areas within Societies, as well as the Volunteering area, have a representative they can go to for support, for answers to any questions or to give feedback to the SU.

- **Arts Liaison**
- **Departmental Liaison**
- **Ethical and Political Liaison**
- **Faith and Cultural Liaison**
- **Recreational Liaison**
- **Volunteer and Fundraising Liaison**

Area Liaisons are the friendly link between you and the SU. They help make sure your voices are heard and your ideas are shared.

From gathering feedback and promoting your society's achievements, to working on exciting projects and meeting regularly with the SU team, Area Liaisons help shape how Societies grow and thrive.

They also get involved in the wider Exec team, supporting events, voting on funding, and helping choose Society of the Month.

You can contact your Activities Executive Committee via email

su-activitiesexecs@bath.ac.uk.

Societies Team



The Societies Team is here to help you and support you in the running of your society. Whether that be event queries, membership issues, elections, you name it, we can help you, or at least point you in the right direction. Below is a helpful guide, to show you what we do and don't manage within the team. If you're not sure about something, refer back to this list to see who you need to talk to.

The Societies team is here to support you with the stuff that keeps your society running smoothly and your events going off without a hitch:

- **Event planning** – Think things like putting tickets online, getting your event approved, completing risk assessments, or approving external speakers. We're more than happy to chat through your event ideas in a meeting.
- **Society management** – From elections and co-opting to resignations and resolving committee disagreements, we're here to help.
- **Equipment hire** – We've got urns and tables available for loan (yep, just those!).
- **Storage solutions** – Limited, but available on a first come first served basis.
- **SMF applications**
- **Room bookings** – For Faith and Cultural groups at Esther Parkin, and for all groups at Scala.
- **Finance support** – When your Executive Treasurers are away, we can be your second level of approval. We can also help with budget and rollover queries.

You can find the Societies Team on the 2nd floor of the Edge. Our office hours are **10:00 – 17:00, Monday to Friday**. We're always happy to help so do pop over if you need anything.

Support beyond the Societies team

- **External venues and suppliers** – You'll need to organise these.
- **Committee meetings** – These are up to you to arrange and run.
- **SU Finances** – SU Finance for anything beyond our support.
- **Campus bookings (BORRS)** – That's a Uni thing.
- **Plug & Tub bookings** – Email: supromotions@bath.ac.uk
- **The Edge** – Email: su-arts@bath.ac.uk.
- **Film licensing** – Email: mediausage@bath.ac.uk
- **SU Website issues** – For access problems, email SUWeb@bath.ac.uk (but check the [SU Committee Members' Web Tools Guide](#) first!).
- **SU Marketing** – For social media takeovers or sponsorships, reach out to the SU Marketing team.

If you are an Arts group, while you do fit under the Societies umbrella, you are mainly supported by the SU Arts team. It can get a bit confusing, but the Societies Team will help you with anything committee related like co-options and elections, the rest, particularly your events and finances, are handled by the SU Arts team.

You can always chat to us, your Officers, or the Executive Committee if you're facing any challenges, we're here to help. But before you do, take a look through the resources in this guide. There's a good chance you'll find exactly what you need to get started!

SU Activities Officer – suactivities@bath.ac.uk

Activities Executive Committee – su-activitiesexecs@bath.ac.uk

Executive Treasurers – su-socsexec-treasurers@bath.ac.uk

The SU Societies Team – susocieties@bath.ac.uk.

The SU Arts Team – su-arts@bath.ac.uk



Key Dates



Here's your month-by-month guide to everything happening in the world of societies. From exciting events to essential deadlines, this calendar will help you stay organised, plan ahead, and make the most of your year as a student leader!

August

1 August – incoming committee members start in role

Welcome emails are sent and committee access is granted for emails, websites, BORRS, printers, and the Student Leader Hub.

September

W/C 22 – Freshers' Week

One of the biggest weeks of the year! Get ready to welcome new students and show off what your society is all about.

25 September – Groups Fair

Your chance to shine! Set up your stall, meet new members, and grow your community.

Welcome Socials

Plan inclusive and fun socials, but make sure your policies and rules are agreed beforehand to keep things safe and smooth.

November

Mon 24 & Tues 25 – Masquerade Ball

One of the most glamorous events of the year! Time to dress up, celebrate, and enjoy a night of sparkle and society spirit.

December

Committee Role Changes – Call Out

Thinking of switching up your committee roles for next year? Now's the time to start planning and preparing for elections.

February

Refresh Week (1st Week of Feb)

A mini Freshers' Week for Semester 2, perfect for recruiting new members and reigniting society energy.

Groups Day

Showcase your society again and connect with students who missed out in September.

Committee Role Changes – Deadline

Make sure your committee roles are up to date ahead of the election period.

March

Society & Exec Elections (Dates TBC)

Time to pass the baton! Elect your next committee and help shape the future of your society.

SU Awards Shortlisting

Celebrate the amazing work of societies and student leaders, could your group be nominated?

April

SU Awards

A night to recognise and reward the incredible achievements of societies across campus.

Committee Training Begins

Get your new committee ready for the year ahead with essential training and support.

Society Co-opting Opens

Fill any remaining committee roles and make sure your team is complete.

May

Committee Handovers Begin

Start preparing your successors with all the info, tips, and tools they'll need to thrive.

June

30th May – Summer Ball

Celebrate the end of the year in style with one of the biggest student events on campus!

July

Committee Handovers Deadline

Make sure everything's wrapped up and passed on before the summer break.

Policies and Documents



To help keep things running smoothly and safely across all our societies, there are a few key policies every group needs to follow:

- **SU Groups' Policy** – All societies must follow the SU Groups' Policy. These set out the standards we expect from all student groups. If a society breaches the code, there may be consequences, so it's important to stay clued up!
- **Under 18s Policy** – If your group has members or guests under 18, there are extra safeguarding steps you'll need to follow. Make sure you're aware of what's required. (More info coming soon!)
- **Welcome Socials** – If you are planning a welcome event, you need to make sure it aligns with SU guidelines to keep things inclusive, safe, and fun for everyone. (More info coming soon!)
- **Risk Assessments** – Every group must have a generic risk assessment in place. This helps us make sure your activities are safe and well thought-out. If you're doing something new or different, you might need a specific one too, check with the Societies team if you're unsure.
- **Equipment Lists** – Whether it's a tambourine, a tent, or a telescope, make sure you update your society's equipment list whenever you buy something new.

Membership



Society Area Membership

Before anyone can join a society, they'll need to purchase the £3.00 **Society Area Membership**. After they have got this membership, they have access to join any society.

Membership is essential for all society members, not just committee, because it helps us keep track of who's involved, making sure everyone is covered by SU policies and kept safe during activities and events.

Once members have purchased the Area Membership and joined your society, they will be able to:

- Access members-only tickets and event sign-ups
- Be contacted by you, through your society's admin tools
- Stay in the loop with society updates and opportunities

Committee members, don't forget that you'll need to purchase your group's membership too. It's a must-have for accessing the tools and support you need to run your society smoothly.

Society Membership Fees

There are very few societies that charge a separate membership fee; it is rare that this would be the case, as most of the activity within the Societies area does not use expensive equipment or facilities.

Some groups do have membership fees, but this has been agreed on and case by case basis, as they need the membership fee to cover their activity.

All membership fees must be paid online at www.thesubath.com.

Committees



Society Committee and Its Roles

Every society needs a committee of at least 3 members: a Chair, Treasurer, and one other role. You can have up to 12 committee members in total. All roles must be democratically elected and clearly defined.

If your society doesn't meet the requirements in the **SU Student Groups Policy**, you could be at risk of disaffiliation, so it's important to stay on track!

What committees must do:

- Work together professionally and in the best interests of your members.
- Complete your Development Plan, Equipment List, and a generic risk assessment.
- Meet all expectations in the Societies Code of Conduct and SU Groups Policy.
- Make sure at least one core committee member attends any 1:1s with the Activities Officer or Exec.
- Send a representative to all General Meetings (or send apologies in advance).

Chair

You're the lead organiser and main point of contact. You'll oversee the society's direction, support your committee, chair meetings, and make sure everything runs smoothly and safely. You'll also help with planning, promotion, and keeping your society on track with SU policies.

Treasurer

You manage the money! From tracking spending to setting budgets and authorising purchases, you'll make sure your society stays financially healthy. You'll also work closely with the Chair and SU staff to keep everything in order.

Non-Core Roles

These extra committee roles help your society shine! They vary depending on your group's needs, but could include:

Secretary – Organises meetings, takes minutes, and keeps documents up to date.

Welfare & Inclusivity Officer – Promotes wellbeing and inclusivity, and supports members.

Webmaster – Manages your online presence and keeps socials safe and up to date.

Social Sec – Plans fun, inclusive events and socials.

Publicity Officer – Spreads the word and promotes your society's activities.

Co-opting

Sometimes, you may need to fill a vacant committee role outside of the usual election period. This is called co-opting, and here's how to do it properly:

1. SU Societies **must receive a resignation** email from the member stepping down.
2. **Advertise the role** to all current members.
3. **Ask candidates to submit a short manifesto** explaining why they're suitable (optional).
4. **Hold a committee vote**, all current committee members should vote, and the winner must have a clear majority.
5. **Send the SU the outcome**, including:
 - a. The candidate's name, username and role
 - b. Proof of the vote result (e.g. screenshot)
6. **Stick to the 12-member limit** for committees.
7. Once confirmed, the SU will update access and remove the outgoing member.

Society of the Month



What is Society of the Month?

Society of the Month is our way of celebrating the hard work, creativity, and impact of our societies. Each month, we shine a spotlight on one student group that's gone above and beyond. Whether that's running amazing events, supporting their members, or just doing great things for campus life.

How does it work?

Each month, groups will receive an email inviting them to nominate themselves if they think they deserve the spotlight. All nominations are reviewed by the Activities Executive Committee, who vote to decide the winner. Winners get a shout-out across SU channels, a certificate, and some well-earned recognition for everything they do to make student life brilliant.

Get involved!

Get involved, send in a nomination, and help us celebrate the amazing things happening across our student community. Society of the Month is all about recognising the passion and effort that goes into making campus life vibrant, welcoming, and fun for everyone.

Admin



Accessing Your Society Email Account

It's really important that you use your **society email account** to contact us about anything relating your society rather than your personal email. This is so everyone on committee is up to date with plans and updates and we can easily track which society you are from.

To access your shared mailbox:

On desktop:

- Open your personal @bath.ac.uk account in Outlook via your browser.
- Click your profile icon (top right).
- Select 'open another mailbox' and enter your society's email address.
- Search and open the mailbox.
- You should already have access, if not, let us know and we'll sort it.

On mobile:

- Go to mail.bath.ac.uk in your browser.
- Switch to desktop view:
- In Chrome: tap the three dots (top right) > request desktop site.
- In Safari: tap the 'aA' icon > request desktop site.
- Follow the desktop steps above to access your society mailbox.

Troubleshooting:

If prompted for a password, click 'sign in with another account', remove the society email, and log in with your own @bath.ac.uk details.

Accessing Your Group's SU Webpage

- Complete the **Data Handler** training. It takes about 10 minutes, and your access permissions should update after 3 hours.
- Log into your account on the SU website, find your society's page and click account in the top right corner and you should be able to see 'edit page' and 'group admin tools'.

Your pages will get a lot of traffic over Freshers' week, as students are looking for groups to join and A-level students are getting their results. These audiences are potential new members that could help your group grow throughout the year, so impressing them is key!

Admin Tools on the SU Website

Your Admin Tools dashboard is packed with useful features to help you run your society smoothly. From checking how many members you have, to sending emails to your members and managing sign-ups for events and activities, it's all there. Only committee members who have completed the Data Handler course will have access to this.

Here are a few important ones you need to know:

How to add an event:

Getting your event listed early means more visibility and better turnout!

- Once logged in, go to your society's page on thesubath.com
- Click on the cog icon, then (your society name) Admin Tools in the top right corner
- You'll be taken to a page with tabs to manage your society
- Use the Events tab to add your event details
- This event will show on your SU webpage, as well as the [What's On Page](#).

How to check ticket sales:

There's a number of reasons why you may need to check your sales, whether you need to know how much income you've brought in, who is coming or what customisations people have made, you can do it through the 'Sales Reports' tab in your admin tools.

- Go to your society's admin tools on thesubath.com as above
- Click 'Sales Reports'
- Enter the date range when tickets went on sale
- Choose:
 - **Sales** for total tickets sold and revenue
 - **Purchasers** for a list of names
 - **Customisations** for any special requests on the tickets (e.g. meal options)
- Scroll down to find your event (there may be other sales listed)
- You can export data to Excel or Word for your records

Do keep us in the loop with ticket sales, if you are at all worried about lack of sales, think about how you can promote your event further!

Creating a purchasers list is important as it gives you a full list of attendees and helps with planning and check-ins.

If you need to send customisations onto a third party, whether that be a venue for meal options, or Surridge for size selections, you must remove any names and personal information.

Make the most of your admin tools

Take some time to explore the dashboard and get familiar with what's available. The more you use it, the easier it'll be to stay organised and keep your society running effectively.

SU Committee Members' Web Tools Guide

The Web Tools Guide will tell you everything you need to know about updating your society page, including changing your logo, banners and sending messages to members.

Printing

Need to print something for your society? Here's how it works:

- Only the Chair and Treasurer of your society have permission to print using the SU's student group codes.
- When printing, they'll need to tap their library card on any Uni printer and ensure that the cost is charged to the society account, not their personal account, by selecting the society code.
- The SU's printing provider (currently Sharp) sends a monthly usage report to SU Finance, and the cost is deducted from your society's funds.

We can't give access to other committee members, so plan ahead with your Chair or Treasurer if you need something printed.

Where possible, use digital versions of resources to help reduce waste and support the University's commitment to sustainability.

Facilities & Equipment Booking

What the Societies team can help with:

- Table bookings
- Urn bookings
- Booking Scala
- Booking Esther Parkin (for Faith and Cultural groups)

Just get in touch with the Societies Team and we'll help you get sorted.

Booking University Rooms for Your Society

Here's how to book central teaching rooms and what to keep in mind.

How to book:

- Use the University's [BORRS](#) online booking system for one-off bookings.
- The Chair or Secretary should submit all requests.
- Always include your group name in the event description, if you don't, your request may be cancelled.

Food and drink rules:

- No pizza allowed in teaching rooms.
- Cold food and non-alcoholic drinks are allowed in flat teaching rooms, just request permission on the form.
- No food or drink is allowed in tiered lecture theatres.

Noise & activities:

- Be mindful of noise, if your event is louder than a lecture, choose a location that won't disturb others.
- No dancing or aerobic activities in the Chancellor's Building (due to false floors).

Evening and weekend bookings:

- Room availability is limited during evenings and weekends to save energy and staff resources.
- If you can't find a suitable space, email timetabling@bath.ac.uk and they'll help you explore other options.

Cancelling rooms: If you no longer need a room, cancel your booking so others can use the space.

Weekend access issues: If you have trouble accessing a booked room at the weekend, contact Security on their non-emergency number 01225 385349.

Block bookings:

- For block bookings, email timetabling@bath.ac.uk with your group name in the subject line.

SU Spaces:

- To book:
 - The Edge: email su-arts@bath.ac.uk
 - Scala: email susocieties@bath.ac.uk
 - Plug and Tub: email supromotions@bath.ac.uk

Ordering stash for your society

Over the course of the year, you may want to create stash for your committee and members. The SU has partnered with Surridge to make this process smooth, affordable, and sustainable. Here's how:

1. Contact Jimmy at Surridge

- Email: jimmy@sdlgrouppltd.com
- Subject: SU Bath – [Your Group Name]
- Jimmy will help you choose products, get quotes, and sort designs.

2. Get Design Approval

Once you've chosen your design and received a quote, send it to SU Marketing for approval.

3. Calculate Costs

- Make sure to check that VAT is included in the quote (if not, you will need to add 20%)
- Work out the individual cost per member.
- Remember: VAT will be removed from any stash sales
- Complete an online product form to get your merch listed for sale.

4. Get a PO Number

- Send the following to SU Societies to get a PO number. Give this number to Jimmy so he can include it on the invoice.
 - Design approval email
 - Quote
 - Completed online product form

5. Place Your Order

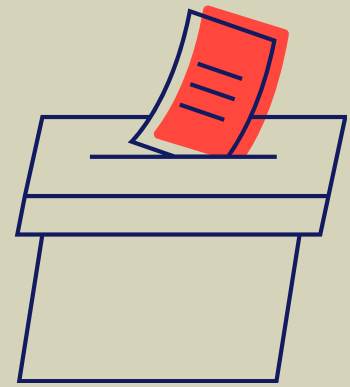
Once sales close, send Jimmy your final order. He'll send an invoice when the items are delivered.

6. Collect & Distribute

- Approve and code the invoice
- Collect the delivery
- Distribute the stash to your members

Stash must be ordered through Surridge. If Surridge is unable to produce what you need, you can explore alternatives, but only with prior approval.

Elections



Why they matter

Elections are a big deal. They're the only official way we recognise who's running your society, so it's essential they're done properly and through the SU's online system. Internal or informal elections won't count.

To stay active and recognised, your society must have at least three committee members, including a Chair and a Treasurer, by the end of the By-Elections. If you don't meet these requirements, your society will unfortunately be disaffiliated, and we really don't want that to happen!

You'll find everything you need for the Student Group Elections on the [SU Website](#).

When the elections come round, if you're having trouble getting people to nominate themselves, don't panic, just get in touch with us and we'll help you figure it out.

How Elections Work

The SU runs online elections in the spring, after the Officer elections, so your members can vote on who leads the society next year.

In December of semester 1, you will receive an email from us asking what you want your committee to look like next year. You **MUST** reply to this email with the list of committee positions you want for next year, even if you aren't making any changes.

Elections happen in stages:

The first round of elections usually take place in March.

This is your first chance to fill your committee positions. If you don't manage to fill your committee you have another chance to do this, the vacant roles will be added automatically into the by-election.

By-elections follow the main elections.

This is your last chance to meet the requirements set out in the SU Groups Policy. There is about a week in between, so you will need to make sure you are promoting any vacant roles to your members, this is your responsibility.

At the end of the by-elections, you must have your **Chair, Treasurer and one other position** (3 in total). If you do not have this, your society will be disaffiliated.

The **co-opting window** is open from the end of the by-elections, until 30 June. If you've met the minimum requirements but still have gaps in your committee, you can co-opt members until 30 June.

Promote, Promote, Promote!

It's your job to make sure your members know elections are happening and encourage them to get involved, whether that's standing for a role or casting their vote. We'll send you more info by email around the elections, but you can always check the elections page for updates.

Promoting your elections is key to keeping your society going, so shout about it, get your members excited, and let's make sure your next committee is ready to go!



Training



Part of being a Student Leader means that you'll have access to lots of training, both directly linked to your role, but also to develop other skills too.

Once you are elected into your role, it's important that you access the role specific skills training through the **Student Leader Hub**. This training is designed to give you the information and tools you need to carry out your role effectively; while also helping you build transferable skills that can support your future career.

At least the Chair and one other committee member should have attended the SU Groups Training Conference back in April and May. Slides are available within the Student Leader Hub.

If your committee hasn't done this already, you will need to complete the following training:

- **Chair – Chair and Finance training (1 and 2)**
- **Treasurer – Finance training (1 and 2)**
- **1 committee member** to complete the following sessions:
 - **Welfare**
 - **Marketing**
 - **Events Management**

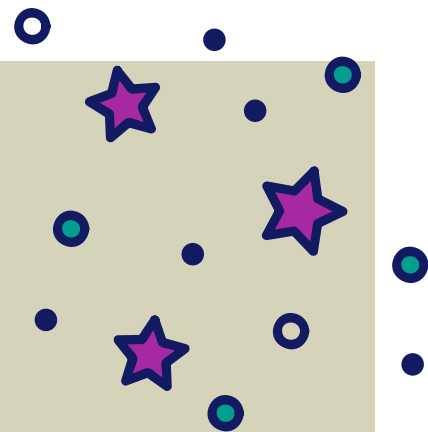
It doesn't have to be the same person for all three, just make sure at least one committee member has done each one so your society stays informed, safe, and ready to thrive.

There is also a wealth of other training such as Fundraising, Food Safety, Oversees Trip training. Your committee should complete this if they are relevant to your group.

We do expect that, as Student Leaders, you complete the training that is necessary for your role.

Failure to comply may result in events not going ahead, or expenses not being approved, so make sure you get your training done!

Planning Events



Online Event Planner

To run certain events, an **Event Planner** is required. This will help you to think about all the different aspects of your event including finances, contracts, venue, external speakers, risk assessments and any organisational issues can be dealt with before the event.

The Event Planner also gives us more information so we can support you in putting on the best event for your members.

Nothing can be signed off or paid for until the Event Planner has been approved and the income has been generated. Failure to inform us about any activity or event that requires a planner may result in disciplinary action.

To help us to approve your events in time, please make sure you submit your planner with plenty of notice.

When to submit your event planner?

On campus	3 weeks
Off campus (no contract)	3 weeks
Food event	3 weeks
External speaker	4 weeks
Event with contract	6 weeks
Overseas Trip	8 weeks

Health and Safety

Responsibility for your members' health, safety and welfare lies not only with the Students' Union but with yourselves as Student Leaders.

You must ensure that all activity is covered by a risk assessment. All societies must have a generic risk assessment in place throughout the year. That will cover your generic offering, things like committee meetings, weekly socials and other recurring events.

If you are planning an event that falls outside of your generic risk assessment, you will need to submit a specific risk assessment.

You can find information on how to complete risk assessments in the [Health and Safety training](#) and on the [Health and Safety page](#) of the SU website.

The Societies Team is always happy to help if you need support.

Food Events

Everyone who prepares food needs to make sure they follow good food hygiene to ensure that the food they serve is safe to eat. And it makes sense too, because good hygiene prevents food poisoning, protects your members and helps you comply with the law.

When preparing or serving food you should always abide by the SU's [guidance](#) on food safety.

If you are planning to make and serve the food yourselves, you must submit the following with your Event Planner:

- **Food Risk Assessment** – must be signed by your Chair
- **Allergen Chart** – ready to be displayed at your event
- **BBQ Health & Safety Form** (if you're hosting a BBQ)

Why It Matters

- The **Allergen Chart** helps people with allergies know what's in the food.
- Following your **Risk Assessment** helps prevent serious incidents.

Hygiene & Setup Checklist

Make sure you have:

- Hot water, hand sanitiser, or antibacterial wipes for handwashing
- Separate utensils and chopping boards for different food items
- Separate serving utensils for each dish
- A thermometer to check food is cooked to at least 75°C (you can request to use ours)
- If you need a table for your food, you can book this through the event planner.

Bake Sales & Cake Events

- Avoid using gloves unless they're single-use (new pair for every task)
- Use tongs or a cake slice to serve – it's more hygienic
- Have water, hand sanitiser, or wipes available
- If you're not selling tickets, set up a sign-up sheet to know how many people to cater for.

Table Collection

If you've booked a table, head to The Edge, Activities Office (Level 2) to collect it. Bring your library card, it'll be held in exchange and returned when you bring the table back.

BBQs

If you're planning a BBQ, you can host it by the lake or near the halls that have a BBQ area. These are Westwood, Brendon Court, Quads, Eastwood, Woodland Court and Solbury/Marlborough Court. Just ask your area staff to email Security to check if the space is available before you go ahead with planning.

Other catering options for your event

If your event is on campus and you would like to have catering, we recommend using the University's [Food Direct](#) service. You don't need to worry about providing their Public Liability Insurance (PLI) or checking the Food Hygiene Rating (FHR) as these responsibilities are already covered by the University, ensuring all food service meets institutional safety standards and legal requirements.

External caterers coming onto campus

If you are planning an event and want to book an external caterer we are currently compiling a list of approved caterers groups can use. This will be available from September 2025. If you are in the planning stages of an event before this time please contact your SU area staff for support.

Holding a ball or other large event

Large events can be expensive, stay on top of your budget. Everyone loves the idea of a ball at the Pump Rooms, but is it realistic for your budget? The Claverton Rooms on campus are free to hire, could that be a better fit? Plan for the worst-case scenario (e.g. low ticket sales).

Typical costs to consider:

- Venue hire
- Catering and drinks
- DJ or entertainment
- Decorations
- Photographer

Who is planning the event? Big events = big workload. Make sure your committee is ready to take it on.

Delegate tasks clearly:

- Promotions
- Finances
- Venue and entertainment bookings
- Photographer
- Paperwork (event planner, contracts, risk assessments)

Where will the event be? Think about accessibility: can all your guests get there easily and comfortably? Consider transport options, how will guests get to and from the venue?

When is the event? Choose a date that gives you enough time to plan, promote and sell tickets. We won't sign contracts or pay invoices until you've raised the income.

Don't sign any contracts yourselves. Always come to the SU first, we'll handle contracts and payments once the income is generated.

Watch out for minimum numbers, some venues require a guaranteed headcount. Don't give them the maximum amount of people you expect. At venues like Apex, you can have as little as 50 people without having to pay for venue hire.

Check for clashes, will your event compete with something big like the SU Summer Ball?

External Speakers

- There is an agreed process between the University and SU to facilitate student groups organising events with external speakers.
- Student groups must notify the SU of any events that involve external speakers (defined as individuals or organisations that are not part of the SU or the University) and submit an event plan giving full details of the event and the speaker.
- If your event has an external speaker, the event planner **MUST** be submitted at least 4 weeks before the event, with a completed External Speaker Form. If you miss this deadline, it is highly likely your external speaker request will be denied.
- No event involving any external speakers may be publicised until the speaker has been cleared through the appropriate processes as provided in this procedure.
- If you are having an event with multiple speakers, you will need to complete an External Speaker Form for each speaker.

Paying External Individuals

If your society is hiring someone from outside the University, like a yoga instructor, photographer, workshop leader, or performer, there's a process we need to follow before they can be paid.

Why This Matters

Under HMRC rules, we must assess whether the person is self-employed or should be treated as an employee. This is done through the **NESA** (Non-Employee Status Application) process.

What You Need to Do

Please send the following details to either SU Societies or SU Arts, depending on your group type, a few weeks before the work starts:

- Full name of the individual
- Email address
- Engagement title (e.g. “photographer”)
- Description of the services they’ll provide
- Number of days they’ll be working
- Start and end dates
- Estimated cost (excluding VAT)

Once we have this info, we’ll contact the individual and complete the NESA process.

Invoices & Payment

After the NESA form is approved, we’ll issue a Product Order (PO) Number.

The external individual must include this code on their invoice. Invoices without a PO Number will not be paid.

Film Showings and Licensing

Want to show a film as part of your society activity? Great! Just make sure you follow the rules around licensing and copyright:

What’s Allowed Under the University’s Licence:

- The University holds a Public Video Screening Licence (PVSL).
- You can only screen films listed on filmbankmedia.com.
- You must use an official DVD or Blu-Ray (no streaming).

Screenings must be:

- Free of charge
- On campus
- For students and staff only
- Indoors (no outdoor screenings)
- Not publicly advertised beyond your group
- You must also email Thomas Pace (tp641@bath.ac.uk) with the film title before your screening.

What's Not Allowed:

- Streaming films
- Charging for entry
- Outdoor screenings under this licence
- Showing films not listed on Filmbank without separate permission and licence.

If your event is off-campus or at a private venue, you're personally responsible for ensuring it meets all legal and licensing requirements.

Overseas Trips

If you're organising a trip outside mainland Britain (including Southern Ireland), here's what you need to know:

Before You Go

Have a meeting with your relevant support team, then submit an Event Planner at least 6–8 weeks in advance. Be sure to check our [overseas trip guidance](#).

Safety and Insurance

All attendees should arrange personal travel and activity insurance. Collect next of kin details and submit them with your Overseas Trip List to the Societies, or Arts, Team before departure.

If you contact emergency services during the trip, you must inform the Activities Office and University Security immediately.

Attendance Registers

You must complete a Trip Register for all off-campus trips, including those using Union transport, coaches, or flights. Once complete, send that to your relevant SU team.

This helps us keep everyone safe and accounted for in case of an emergency.

Tour Operators Margin Scheme (TOMS)

If your society is running a trip and only covering costs (e.g. coach hire and entry tickets), it falls under TOMS:

VAT is not deducted from this income, therefore, you will not need to add 20% onto your ticket price to factor in VAT. You must not make any profit through TOMS, any profit will need to be refunded.

Example:

Coach = £300 (zero VAT)

Tickets = £240 (already includes VAT)

Total = £540 → Society pays £540 (no need to add 20% to your online tickets)

Speak to the SU Finance Office or the Societies team before making any payments to confirm how and when to pay in your income.

Hiring Coaches

If you're planning a trip outside Bath, you can hire coaches in various sizes to suit your group.

Most companies will accept payment after the event if the SU provides a Purchase Order number (get this from the Societies team).

For help and quotes, speak to the Activities Office.

Recommended Coach Companies:

Centurion Travel centuriontravel.co.uk | 01761 471 392

Berkeley Coach Travel berkeleycoachandtravel.co.uk | 01761 413 196

Arleen Coach Hire arleen.co.uk | 01761 434625

Fundraising at The SU

Thinking of raising money for charity through your society? That's amazing! Here's what you need to know to make sure everything runs smoothly and by the book.

Before You Start

Tell us early: If you're planning a fundraising event, let the Fundraising team know in advance. They'll help with the charity side of things and make sure you've got everything covered.

Use the right finance code: All income and costs linked to a charity fundraiser must go through the RAG account. This keeps everything transparent and ensures the money goes where it should.

Societies RAG code: 7SO 56025

Key Things to Remember

- Plan fundraising from the start: you can't add a fundraising element after the event is live. Decide on this before tickets go on sale or any promotion begins.
- Be clear about where the money's going: you can split profits between a charity and your group, but you must be specific. For example: 'All profits from this event will be split 60/40 between *Charity Name* and *Group Name*'. Avoid vague statements like '50/50 split'.
- Always say 'profits': make it clear that it's the profits (after costs) being donated. This should be stated on tickets, donation pages, and promotional materials.
- No match funding: groups can't promise to match donations.
- All costs must go through the RAG code too: not just the income, expenses linked to the event must also be coded correctly.

Insurance for Your Events

Are you fundraising off campus?

- This must be referred to SU Insurance before the event, with:
 - A risk assessment
 - An info pack for participants
- Our insurers must approve all off-campus fundraising. Without approval, participants and the SU will not be covered.

Are you hiring in equipment?

- This must be referred to SU Insurance before the event.
- If transporting hired equipment, no more than £25,000 value may be transported at any one time, and no single item worth more than £15,000, without prior approval from SU Insurance.
- Our insurers must be informed in advance if expensive equipment is being hired.

Are you going off mainland UK?

- This must be referred to SU Insurance before the event. Initially, provide:
 - An outline of the activity
 - Risk assessment must include:
 - Statement about checking the FCO website for alerts
 - Monitoring news/updates during the event
 - Communication plan for participants
- Our insurers must be informed if you're going abroad. Without approval, participants and the SU will not be covered.

Are you taking any SU equipment off mainland UK?

- This must be referred to SU Insurance before the event, with:
 - Asset list of equipment including replacement values (items can be grouped, e.g., 12 climbing harnesses, total value £_n_)
- Equipment is only covered on mainland UK. A one-off insurance premium may be needed.

If none of the above apply, and you have appropriately risk assessed and planned your activities, your event should be covered by the SU's Public Liability and other insurances. Please be aware that there are exclusions such as activities considered to be 'in the pursuit of danger', which may not be covered, even if all other criteria are met. These exclusions are rare but must be considered during planning. If you're unsure, we strongly recommend seeking advice from SU Insurance, [**su-insurance@bath.ac.uk**](mailto:su-insurance@bath.ac.uk).

Licensing & Alcohol at Events

If you're planning on serving or selling alcohol at your event, here's what you need to know to stay on the right side of the law and SU policy.

Premises Licences

A premises licence allows alcohol to be sold at a venue. Each licence has its own rules around when alcohol can be served, whether security is needed, or if someone with a personal licence must be present.

Always check the venue's licence when booking. If it has one, you're good to sell tickets that include alcohol.

If the venue doesn't have a premises licence, you can't charge for drinks in any way. That includes offering a 'free drink' with a paid ticket.

Events in Halls

If you're running an event in halls and giving out alcohol completely free (no ticket fee, no hidden charges), that's fine, no licence is needed. Students can also bring their own alcohol to these events without any licensing issues.

Societies and Alcohol

If your society is running an event where alcohol is served (like tastings or socials), and the alcohol is paid for using membership fees or ticket sales, then it counts as a sale.

If the venue doesn't have a premises licence, you'll need to apply for a Temporary Event Notice (TEN).

Quick Checklist

- ✓ Check if your venue has a premises licence.
- ✓ If not, and alcohol is involved, apply for a TEN.
- ✓ Don't include alcohol in ticket prices unless the venue is licensed.
- ✓ Free alcohol = no licence needed (as long as it's truly free).

Areas on campus that hold a premises license:

- Claverton Rooms
- Fountain Canteen
- Plug + Tub
- Lime Tree
- The Edge

Booking Bars

Bars have a 24 hour license for selling alcohol.

You can book the Bars through supromotions@bath.ac.uk

Marketing Your Society or Event

The SU Marketing Office is here to help you promote across campus.

What's Available

- Plasma screens around the SU
- Event listings and features on SU website
- Instagram takeovers
- New article requests

Important to Know

There are rules about where you can and can't promote on campus, these are set by the University and must be followed by all societies.

There are also brand guidelines that need to be followed.

For full details on marketing options, rules, and contact info, visit the [SU Website](#).

After the Event

Once the event's over, it's tempting to move on, but a few quick steps can make a big difference for your group and future events.

Wrap-Up Checklist

- Take down your advertising (posters, social media, etc.)
- Share the outcome: Let people know how much was raised or who won a competition. A simple thank you goes a long way!
- Thank your helpers: Showing appreciation builds great relationships and makes people more likely to help again.

Reflect and Review

Hold a quick debrief with your committee:

- What went well?
- What didn't?
- Did you break even?
- What would you change next time?

This info is gold if you want to run the same event again next year.

Need a hand?

We're always here to help. If you've got questions or just want to chat through your event plans, drop us an email or pop into the Activities Office.

Financial Guidelines



Understanding your society's finances is key to a successful year. Each group has its own SU-managed account (not a personal or private bank account!) to keep your funds safe and separate.

Society Funds

- All society money is held centrally by the SU, tracked using a unique 3-letter code.
- You can view your society's ledger via the Konnekt365 app or request it from the SU Finance Office.
- Never use personal bank accounts for society money as it puts individuals at financial risk and breaches SU policy.
- Keep your own spreadsheet to track income and spending, especially useful for event planning.

Income Sources

Rollover

At the end of the year, leftover income (from events, sponsorships, grants, etc.) rolls over into your account for the next year.

- The Activities Officer will confirm your rollover amount at the start of the year.
- Rollover amounts appear at the top of your ledger, not in the credit section.

Sponsorship

You can secure sponsorships, but only with support from the SU Marketing team. All contracts must follow SU guidelines check the website for the process and restrictions.

Sales (Events & Merch)

Selling tickets, merch, or trip places?

- All sales must go through the SU website, there are no third-party platforms allowed.
- Only the SU Finance Office can raise invoices, societies or individuals must not do this themselves.

Societies Membership Fund (SMF)

The SMF is a pot of money funded by the £3 Society Area Membership. Societies can apply for funding to support specific projects, events, or equipment that benefit all members.

- Funding is tied to the items or events listed in your application.
- SMF must support your society's mission and be beneficial to all members.
- Some things, like competition prizes, can be funded from the SMF if all members can take part in the competition.
- Final decisions are made by the Exec Treasurer, SU staff, and the Exec Committee.

Purchasing

What Comes In & Out?

IN:

- Rollover
- Funding and sponsorship
- Online product sales (e.g. merch, tickets)

OUT:

- Equipment and merch
- Events and socials
- Venue and equipment hire
- Printing

Making Purchases

All purchases must go through the SU Finance Office. This protects you and ensures support if anything goes wrong.

- Large purchases must go through the SU beforehand
- Small purchases can be made personally and reimbursed through the Konnekt365 app with a receipt.
- Always check if the SU has a preferred supplier
- Merchandise must be ordered through Surridge unless they can't supply what you need.
- All expenses must be coded to the correct department (your 3-letter society code) and the correct expense code, which you can find below.

Expense Type	Expense Codes	VAT Treatment
Affiliation Fees	72005	Standard
Competition/Entry Fees	72010	Standard
Activities	72015	Standard
Accommodation	72020	Standard
Training	72025	Standard
Transport	72030	Standard
Equipment	72035	Standard
Merchandise	72040	Standard
Socials	72045	Standard
Admin	72046	Standard
TOMS Expenditure	72060	X – 0.00%

There are three key forms, along with some other methods, that you'll use to manage your society's finances:

Yellow Form – For general financial requests (e.g. reimbursements)

Orange Form – For purchase orders and using the SU credit card

Blue Form – For internal transfers (e.g. paying another society)

SU Credit Card – Book a slot and complete an Orange Form. Once approved, you'll be able to make online payments.

Invoices – If a company sends an invoice, the Chair or Treasurer needs to send it to the Executive Treasurers via email, with the 3-letter society department code and the expense code.

VAT

The SU is VAT registered, so we follow HMRC rules. For societies, this means:

- VAT (20%) is deducted from income (e.g. if someone pays £10, your society receives £8.33).
- When you make purchases, VAT is covered by the SU's VAT account so only the net amount comes out of your society's funds.
- You must provide a valid VAT receipt or invoice for all purchases.
- Coach and train travel is usually zero-rated and not subject to VAT

Using a SumUp Card Machine

If you need to take card payments at an event you can book a SumUp machine through the SU Finance Office. Money goes into the SU account and is then allocated to your society.

Signatories

- Only the Chair or Treasurer can act as signatories.
- All finance forms must be signed by two people. One must be the Chair or Treasurer.
- If you're the Chair or Treasurer claiming a reimbursement, the other must sign it, you can't sign off your own expenses.

Contracts

Only SU Trustees can sign legally binding contracts (e.g. venue hire). Committee members must not sign contracts, doing so makes you personally liable. Always go through the Societies Team, so they can ask a trustee to sign on your behalf.

Acceptable Use of Funds

Funds must be used to further your society's mission and benefit all members:

- Events must be open to all members.
- Equipment doesn't need to be used by all, but should benefit the society as a whole.
- Prizes are okay if all members can enter the competition.
- Committee members cannot use funds for personal gain.

Sponsorship

- Spending must follow the terms of your sponsorship agreement.
- Always consider what your sponsor would be happy to support.

Alcohol

Can be purchased if it fits SU guidelines:

- Non-alcoholic options must be available
- No pressure to drink
- Consumption must be sensible

For example:

- ✓ A welcome drink at a ticketed social = fine
- ✗ Buying shots for a few members = not okay

Balances & Rollover

Societies can't make a profit year-on-year (charity law!), but balances don't automatically reset to zero.

Aim to end the year close to £0, while still following SU spending rules.

If you expect a surplus, chat with next year's committee about investing in future plans.

If you're heading into debt, contact the Exec Treasurers or Activities Officer ASAP. Debts require a recovery plan agreed with the Activities Officer, Exec and SU staff.

What if we break the Rules?

As a committee member, you are responsible for your finances and ensuring that you always follow regulations. If a society breaks these rules, they can be called to a disciplinary (either as a group or individually), which can result in disaffiliation.

Health and Safety



Health and safety might not be the most exciting part, but it's really important. Here's what you need to know to keep your society's activities safe and stress-free.

Risk Assessments (RA)

Every society must have a Generic Risk Assessment that covers their usual activities. Before your event:

- Check your RA to make sure it covers what you're planning.
- If it doesn't, update it and send it to your Area staff.

Risk assessments help you spot potential problems before they happen, so you can plan around them.

What is a Risk Assessment?

It's just a careful look at what could cause harm to people or property during your event. It's easier than it sounds! The Activities Area provides a [standard RA template](#) with common risks.

- You'll need to add anything specific to your society or event.
- Review and update your RA:
 - At the start of each academic year
 - Whenever you plan a new event
 - If anything changes from previous events

Driving & Transport

If you're driving your own car and taking others to an event:

- Email a copy of your insurance certificate to sutransport@bath.ac.uk at least 5 working days in advance.
- Check with your insurer that you're covered to drive as a volunteer, not all policies include this by default.
- The SU Transport team will do a few quick checks and log your details.

Handover



A smooth handover is one of the most important things you can do to ensure your society continues to thrive. It's your chance to pass on everything you've learned, from how the society runs day-to-day, to the big picture of its history, goals, and values.

Make sure your incoming committee has everything they need to hit the ground running:

Hold a handover meeting

Share the history of your society, explain each committee role, and walk through how your society runs including meetings, events, and key documents like your risk assessment, SMF or Alumni Fund applications, sponsorships, and departmental funding.

Share useful contacts

Pass on details for SU staff (e.g. SU Finance, Exec Treasurers), and flag any ongoing conversations, unanswered emails, or post that needs attention.

Update digital access

Change passwords for all social media accounts and review group chats. Only official members should be in chats, and "join by request" should be switched on.

Pass on publicity materials

Share logos and social media account details so the new committee can keep your society's presence strong.

Complete SU documents

- Generic Risk Assessment
- Equipment List
- Development Plan

Risk Assessment

- A careful examination of what could cause harm to people or property.
- There is a standard risk assessment which includes basic risks and hazards associated with Societies, their events and activities.
- This document should be reviewed and updated at the start of each academic year and as and when required, i.e. when another event or activity is planned or previous risks and hazards change.

Equipment List

- Each Society will regularly maintain equipment and take equipment audits once or twice a year if applicable.
- An equipment list needs to be submitted with full details of equipment and costings. If a society does not have any equipment they will still need to send in this form and enter zero costings as a reference.

Development Plan

Your Development Plan should outline key aims, objectives and targets and should be read, reviewed and updated annually, by the whole committee and should remain a constant point of reference throughout the year.

- Potential and current members can see what direction you wish to take the Society in and how you intend to achieve this.
- All points within your Society Development Plan should be SMART (Specific, Measurable, Attainable, Relevant and Timely)
- You should also consider what impact this will have on your Society and the Students' Union as a whole.

Example of SMART target: Increase the number of PG members in the society by 3% on year 2015–2016 by the end of Refresh Week 2017.

Key Contacts



SU Societies Team	susocieties@bath.ac.uk
SU Arts Team	su-arts@bath.ac.uk
SU Finance Office	sufinance@bath.ac.uk
SU Marketing Office	sumarketing@bath.ac.uk
SU Web	suweb@bath.ac.uk
SU Transport Office	sutransport@bath.ac.uk
SU Insurance	su-insurance@bath.ac.uk
Plug & Tub	supromotions@bath.ac.uk
SU Skills Training	su-leaders@bath.ac.uk
Students' Union Officers	suofficers@bath.ac.uk
Activities Officer	suactivities@bath.ac.uk
SU President	supresident@bath.ac.uk
Community Officer	sucommunity@bath.ac.uk
Sport Officer	susport@bath.ac.uk
Education Officer	sueducation@bath.ac.uk
Postgraduate Officer	supostgrad@bath.ac.uk
Activities Executive Committee	su-activitiesexecs@bath.ac.uk
Activities Executive Treasurers	su-socsexec-treasurers@bath.ac.uk