



de montfort **su**

OPPORTUNITIES

**COMMITTEE
HANDBOOK**

Your 'go to' when
leading students
to success!

2021/22

congratulations.



Hello,

First and foremost, congratulations on this new role in your life. You will find yourself changing, growing, learning and evolving and I have no doubt that you will accept this all with enthusiasm and positivity.

Being part of a committee comes with great responsibility, but I hope you also enjoy this journey and all the opportunities it brings your way. Make those networks, and those friendships but equally embrace the lessons and the experiences.

Remember, sometimes you will have to “learn to unlearn”, but also remember this is your moment to shine, to make a change and to pursue your passions.

I look forward to seeing you, and your societies flourish under your leadership. Whilst you lead the way, I will be right here along the side lines as your cheerleader and helper

Just always- Believe.

Aashni Sawjani

Opportunities and Engagement Executive.

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1.1. Your Role as a Committee Member

Your role is to oversee the running of a particular student group. Whatever your position, you will be a contact for new members and a support network for existing members. Working as part of a team, you will influence change and contribute to the day to day activities within your society.

Student group committee members are the backbone of a society or sports club. Without your hard work and dedication your group would not be able to function! You are a leader! You are responsible for your student group and have a great influence on how your student group operates and develops. You have the power to create change and directly impact other students' experience. Therefore, we expect that all committee members create and maintain a positive image of their student groups, De Montfort Students' Union (DSU) and De Montfort University (DMU) as a whole. We expect professionalism from all committee members and a level of respect for their position within their society.

Throughout your time as a committee member, you will be given an opportunity to enhance your CV, be recognised for your achievements and develop important skills to use and build upon in your future career. Being a committee member is much more than just being involved with your student group, it is a unique opportunity to work with others, improve your own personal skills, learn about yourself and inspire others to achieve.

1.2. Gaining & Maintaining Members

For a student group, gaining and maintaining members is crucial for the success of the society. The key factors that impact whether you are sustainable as a club are things such as your social media, how you promote yourself online and around campus, your society activities and events ran throughout the year.

Total Members

All student groups have a total of one academic term to gain 10 members. If you are struggling with this the Activities Team can help you promote your society and support you with new ideas to increase membership.

Opportunities Fair

One of the key events of the year that helps you gain members is the Freshers Opportunities Fair. Due to the current situation with COVID-19, we are still unsure as to what will happen, however we are planning ahead for a face to face Freshers, whilst bearing in mind a few alternative ideas! All we know is that we have you covered and you will have the opportunity to grow your group and showcase your amazing societies and sports clubs!

We will be sending communications out at a later date when we have more information about government guidance, closer to the time.



1.3. Meet the DSU Opportunities Team

The Opportunities Team is the main point of contact for student group issues or queries. They can assist you with a number of society related topics, such as room bookings, events, trips training and elections.

All the information that the Opportunities Team has access to is uploaded onto the **Committee Hub**. As a committee member, your first point of call should be this platform as there are a number of important information and guidance to help you out.

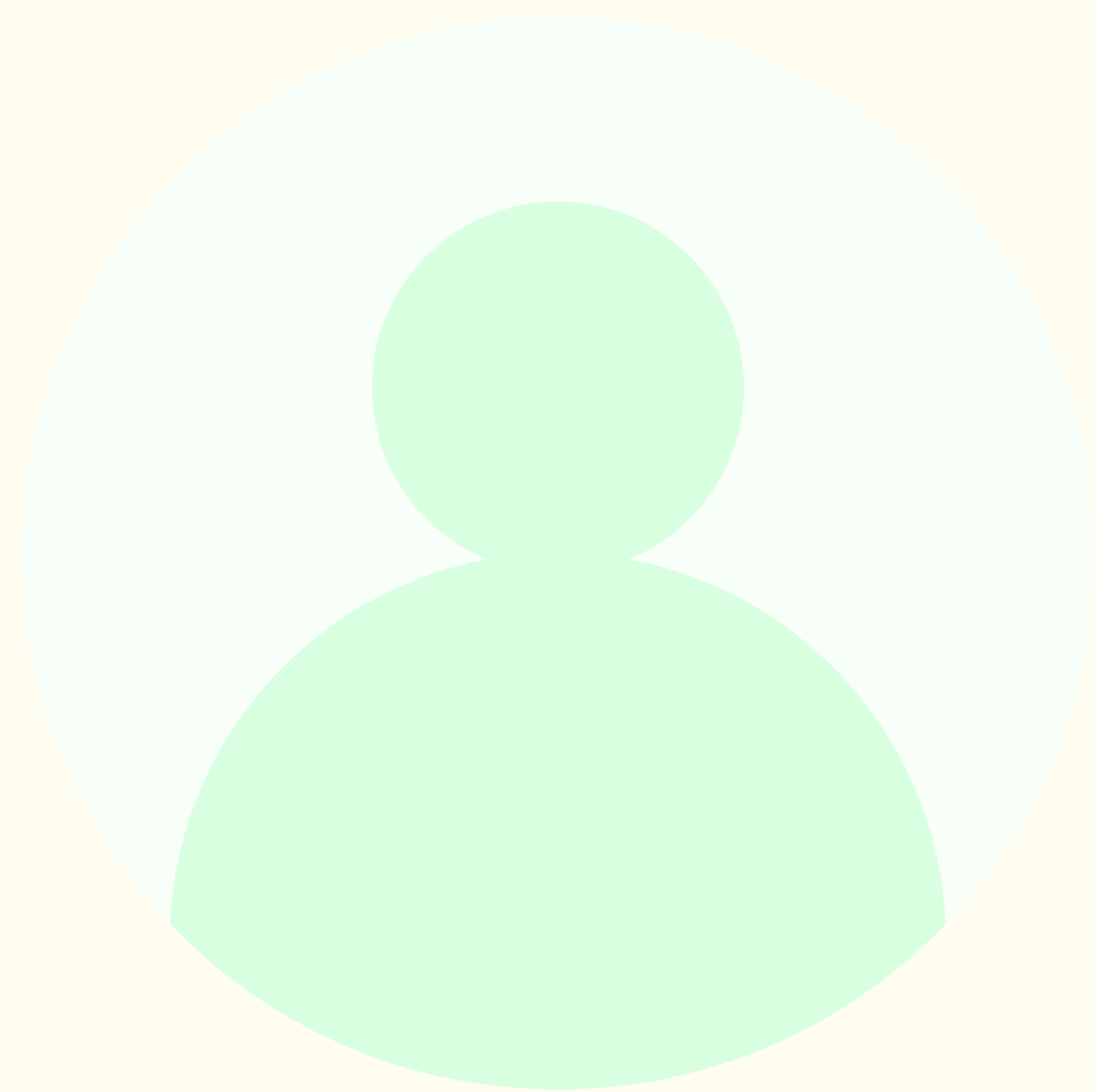
However, if you feel there is information missing, please let the Opportunities Team know.

You can contact the Opportunities team at dsuopportunities@dmu.ac.uk.

DMU students had their say in choosing the five new full-time Executives and seven part-time liberation representatives to make up the new De Montfort Students' Union (DSU) Officer Team.

1.5. Meet your Full-time Executive Officers

The executive officers will be on an equal structure and will be responsible for taking ownership of their own areas of responsibilities.



Academic
Executive Officer
Vacant



Equality & Diversity
Executive Officer
Puja Subramanian



Opportunities & Engagement
Executive Officer
Aashni Sawjani



Union Development
Executive Officer
Joanna Dine-Hart



Welfare
Executive Officer
Benjamin Smith

If you wish to contact any of the full-time executives or part-time liberation representatives, please contact them via their personal email address (firstname.lastname@dmu.ac.uk), or call into the Memberships Office or email the Opportunities Team (dsuopportunities@dmu.ac.uk), who can signpost you to the right person.

1.6. Meet your Part-time Officers

Alongside the Executive Team, the DSU Officer Team will include a team of seven part-time liberation representatives.

BAME Liberation Representative

Maryam Haque

Disabled Students' Liberation Representative

Hope Heeley

International Students' Liberation Representative

Leonardo Venturi

LGBTQ+ Liberation Representative

Nicole Sibanda

Mature Students' Liberation Representative

Temi Adekunle

Postgraduate Students' Liberation Representative

Nusrat Nadir

Women's Liberation Representative

Wiktoria Pulka

If you wish to contact any of the full-time executives or part-time liberation representatives, please contact them via their personal email address (firstname.lastname@dmu.ac.uk), or call into the Memberships Office or email the Opportunities Team (dsuopportunities@dmu.ac.uk), who can signpost you to the right person.

2. 2020/21 Academic Year & COVID-19 Reflection

This last year has been a strange one! We wanted to add something to our handbook that reflected on what happened in the last academic year, so that you are informed of some of the changes that may happen if government guidance was changed back to some sort of restrictions.

From the start of the COVID-19 pandemic, all DSU Opportunities Team staff have been working from home, all meetings with student groups have been online via teams, and in the more strict stages of lockdown, our SU building has been closed.

We have not been able to support any face to face student group activity and all interactions and events have been held online, including society meetings, socials, Freshers and Opportunities Fair, International Welcome Week and Give it a Go weeks. Therefore, no student group was able to book rooms on campus and most of the academic teaching was moved online too.

However, what we did see was lots of online activity! We saw so many creative ways to engage with members and groups doing amazing things to support the students at DMU. The Opportunities Team was able to support groups to purchase Zoom accounts so they could continue to host sessions virtually, without time limits.

Student groups were still able to use their student group finances, complete their training and complete any administration duties they have as a student group. The Opportunities Team was there to support groups in development meetings and could organise meetings with committees at a time that suited you, so accessibility to support was almost instantaneous.

This year, we are still unsure of how the academic year may pan out, but we are hopeful that we are all able to take what we have learnt during this year, introduce face to face interaction and develop our student groups to be the best they can be. However, if we are to face further government restrictions, and go back to some of the methods of engagement mentioned above, we know that we can support you through it and it does not mean that your student group activity has to stop, just adapt!



OPPORTUNITIES

3. Student Leader HQ

The Committee Hub is an online hub for committee members, on the DSU Website, with a number of resources to help you successfully run your societies.

The Committee Hub will provide you with everything you need to know about being student group leader and should be your go to if you have any questions.

It contains guidance documents, template forms and a number of training modules on a variety of different topic areas.

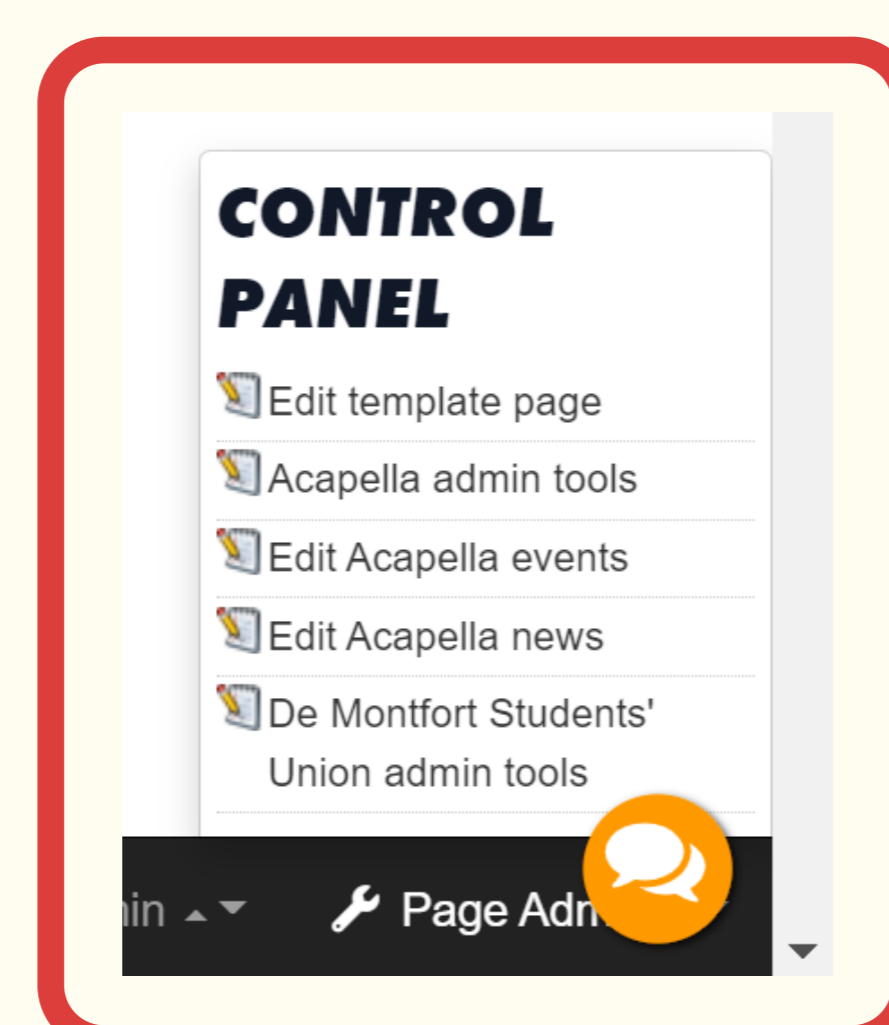
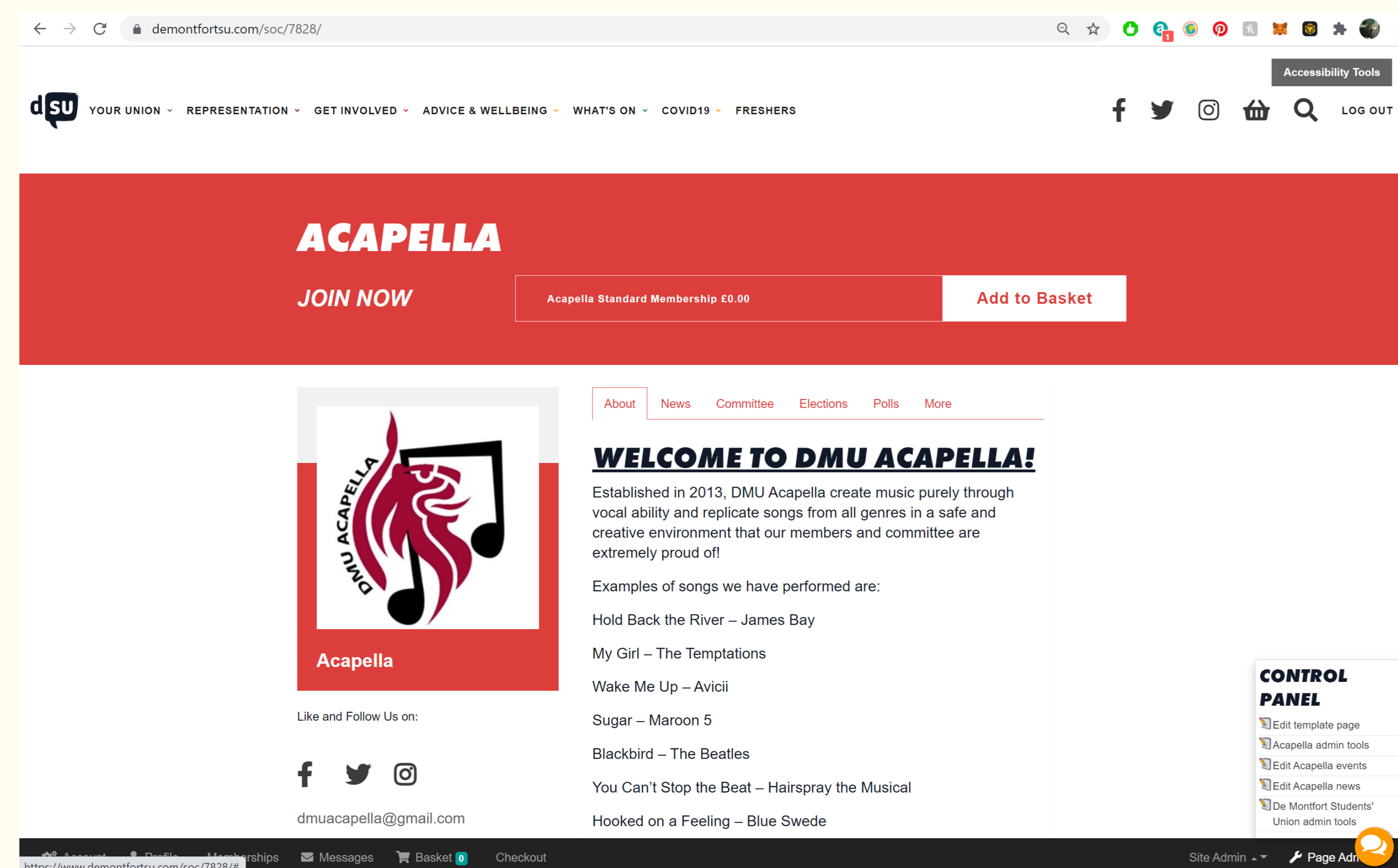
All information within this Handbook is available on the Committee Hub.

demontfortsu.com/activities/hub/

4. Admin Tools

As a student group committee member, you will have access to a number of admin tools to organise and manage your members, finances and anything society related!

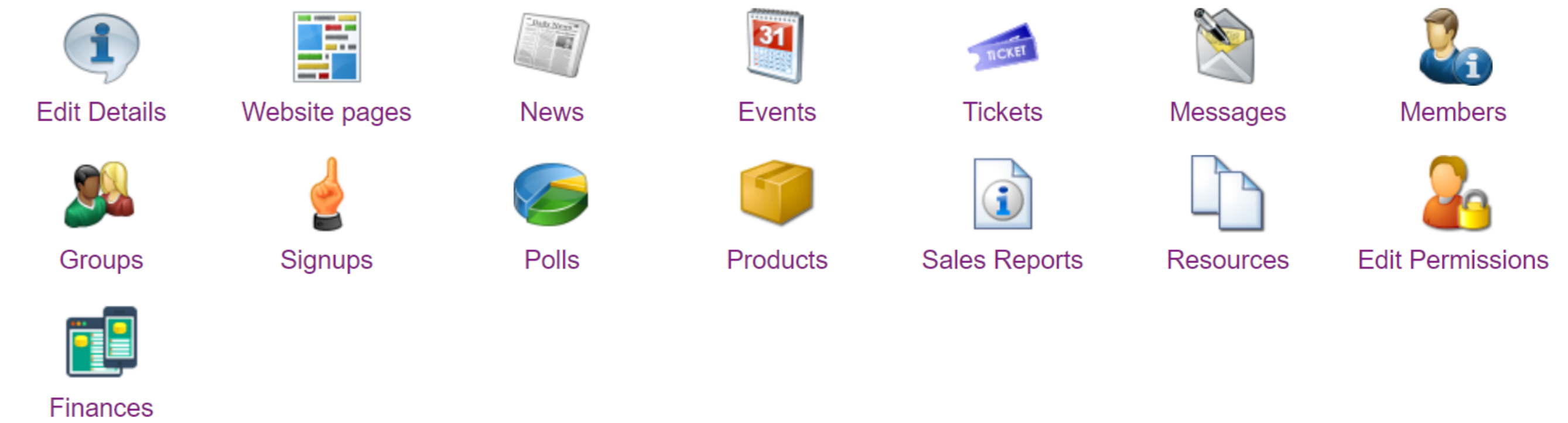
To access these tools, find your society page on the DSU website and make sure you have logged in (top right hand corner using your single sign on). Once you are logged in, there should be a tab along the bottom of the webpage with 'page admin' in the bottom right corner. Click on 'page admin' which will show you a list of pages (see below).



Acapella (change)

ADMIN TOOLS

Go to home page



The most frequently used tools are;

Edit Pages - All details that appear on your student group page e.g. logo, social media links, and details about your society.

Events - For adding events to your page (these will also appear on the DSU homepage).

Tickets - Once you have set up an event, you can add tickets

Messages - Contacting group members.

Members - List of members who are part of your student group.

Groups - For committee use, to put members into groups if required, i.e. squads/teams. This will help when organising events and also when trying to email a particular group of people.

Products - Adding products online e.g. hoodies, kit etc.

Sales Reports - Checking membership, products or ticket sales.

Finances - Reimbursements (BACS).

If you have any queries about navigating the Admin Tools, please contact the Opportunities team who will be happy to assist you dsuopportunities@dmu.ac.uk.

5. Student Group Elections

As you will already know, to be a committee member you have to nominate yourself and be elected in to hold any position within your student group.

Generally speaking, DSU will organise student group elections in March/April each year to elect the committee for the following academic year. All elections need to be done online and four core roles need to be filled to be able to continue running your student group.

These four core committee roles that are compulsory to have on your committee are;

Chairperson
Secretary
Treasurer
Health & Safety

If these four core positions are not filled within the elections your student group may be deactivated and become disaffiliated from DSU. But don't panic, there are opportunities to fill those roles through by-elections.

By-elections are elections held to fill in roles that were not filled during the actual student group elections. Confirmed by-elections for this year's committee will run in October 2021 after Welcome Week for all remaining core position and none-core roles.

If you require by-elections during the year which fall outside of the confirmed by-election dates, for example if a particular individual withdraws from their role due to study commitments, let the Opportunities team know as soon as possible and they can assist you.

As a committee member, it is your responsibility to encourage others to go for committee positions and promote the sustainability of the society. To update your members, please stay up to date with emails and newsletters from DSU as there will always be relevant information on there for your members.

As this is an important time of year for societies, we have included a compulsory online module for you to complete in relation to elections to ensure each group knows the processes and eligibility criteria as the process can be confusing.

6. Room Bookings

This is subject to government guidelines and students will be notified of changes through newsletter and Instagram page.

As a student group, you can book almost any room on campus. You will need to submit the relevant form on the [Committee Hub](#) and if the room is free, the Opportunities team will be able to book this for you.

Those spaces outside of DSU are overseen by Timetabling, at the university, which may take slightly longer to book in comparison to the DSU bookings.

To process a room booking, the Opportunities Team requires your booking two weeks in advance. Any room booking form that is submitted after this time will not be processed.

OUT OF HOURS ROOM USE

If you are using a room beyond 9pm on a weekday in term time, or beyond 7pm out of term time, or anytime on a weekend this is considered out of hours use. To use a room out of hours you must submit an [Out of Hours form](#).

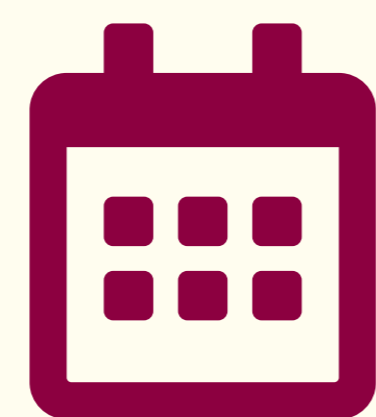
On this form, you must give full details of your event and name a qualified first aider who will be providing first aid support. If you cannot provide a first aider you will have to pay a concierge charge which ranges from £24 an hour to £32 hour. So, ensure your student group's Health and Safety Officer is first aid trained and is able to attend any out of hours event.

7.1. Defining an Event/Trip

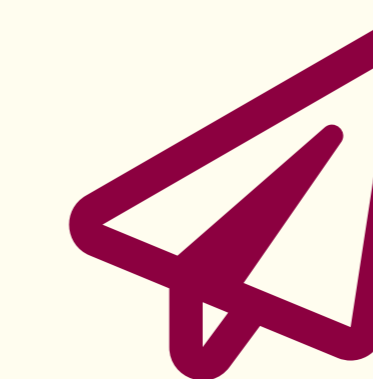
As a society or sports club, you may want to organise your own events or trips to engage your student members.

Covid-19 Restriction and Guidance must be followed as relevant to time of event/trip.

What is the difference between an event and a trip?



An event is any activity, outside of your normal activity hours, that your student group organises on or off campus in Leicester.



A trip can be defined as an external visit to an activity (that you are not organising) that is 5+ miles away from campus.

7.1. Defining an Event/Trip

Small Events **Less than 30 people**

- An 'Event or Trip form' must be completed
- Opportunities Team need to know 4 weeks in advance
- Risk assessment required
- Payment requests must be submitted with at least 2 weeks notice
- Room Booking form completed if event is on campus
- External Guest Form completed for any non DMU Student speakers, organisations or visitors
- Committee should have a list of students attending to ensure room capacity and social distancing measures are followed where necessary.
- Government, University and venue COVID-19 guidance must be adhered to

Large Events **More than 30 people**

- An 'Event or Trip form' must be completed
- Opportunities Team need to know 2 month in advance
- Risk assessment required
- Payment requests must be submitted with at least 2 weeks notice
- Room Booking form completed if event is on campus
- External Guest Form completed for any non DMU Student speakers, organisations or visitors
- Committee should have a list of students attending to ensure room capacity and social distancing measures are followed where necessary.
- Government, University and venue COVID-19 guidance must be adhered to

7.1. Defining an Event/Trip

Day Trips

- An Event or Trip form must be completed
- Opportunities Team need to know 2 weeks in advance
- Risk assessment required
- Payment requests must be submitted with at least 2 weeks notice
- Committee should have a list of students traveling and emergency contact details
- Government, local and venue COVID-19 guidance must be adhered to

U.K. Residential Trips

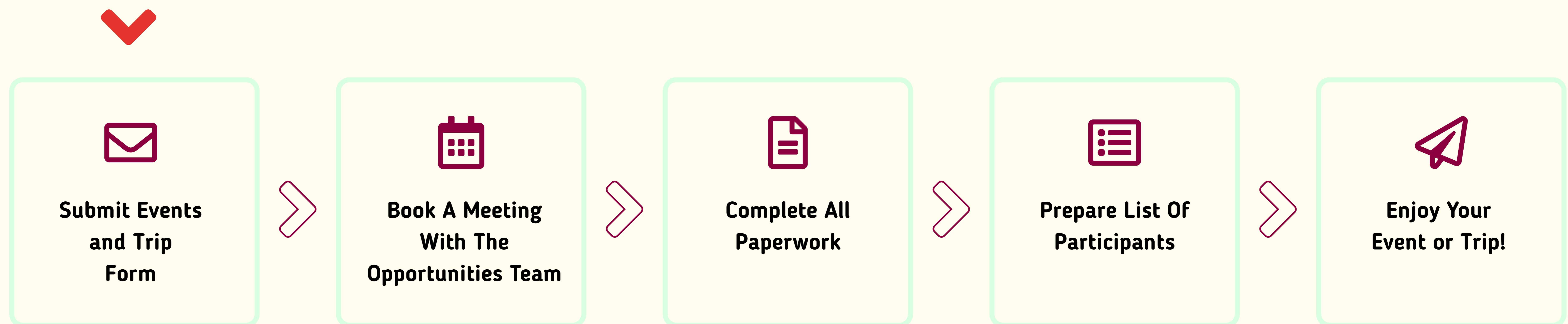
- An Event or Trip form must be completed
- Opportunities team need to know 4 weeks in advance
- Opportunities Team must confirm before you book
- Risk assessment required
- Payment requests must be submitted with at least 2 week notice
- Committee should have a list of students traveling and emergency contact details
- Government, local and venue COVID-19 guidance must be adhered to.

Trips Abroad

Due to the global pandemic, trips abroad are currently discouraged due to safety and will be not supported by De Montfort Students' Union

7.2. The Events & Trip Process

The below diagram shows the steps to plan and deliver a successful event or trip.



The Student's Union Opportunities Department can provide guidance on each step and are always happy to support each student group to develop events and trips, and ensure these are Covid-19 safe.

By completing the "events and trips form" the Opportunities department can support with the following:

- Helping student groups complete and coordinate paperwork
- Help you ensure your event is safe
- Budget management
- Administrate room bookings
- Approve guest speaker

If you ever have any questions regarding events and trips, please do not hesitate to contact the Opportunities team, located in the first floor of the Campus Centre Building.

Please email dsuopportunities@dmu.ac.uk if you have any questions!

DSU Opportunities Team cannot run your event for you, complete paperwork for you, book venues or services on your behalf or pay in advance for your event or activity.

We can support you with these factors and give you some guidance on the best ways to go about it, but it must be your student group's responsibility.

7.3. Required Documentation & Extra Considerations

Risk Assessments

When planning an event or trip you will also need to complete a risk assessment form. This can be found in 'Risk Assessments' on the [Committee Hub](#).

This should be completed by the Health and Safety Officer of the committee.

Within the Risk Assessment document, there is a Risk Evaluation Table and guidance to help you fill out the risk assessment. Read this carefully as it will help you complete the Risk Assessment which should include all possible risks that can occur and control measures you will put in place to reduce the likelihood. Your risk assessment form will need to be submitted to activities@dmu.ac.uk two weeks in advance of your event or trip.

Trips and Events Form

You will also need to complete a [trips and events form](#) for all activities your student group decides to host. This not only makes it easier for our Opportunities team to track paperwork and provide the support you need, but allows DSU to publicise and get onboard with what you are doing! If this form is completed, your event will be added to the DSU homepage and appear on the '[What's On](#)' page.

External Guest Speakers

For some events your student group may want to invite external guests to events, whether this is to deliver a speech, a workshop or simply attend an activity.

Therefore, an External Guest Request Form has been put in place to ensure this is safe and achievable.

1. This needs to be completed for any external guest attending your event, either on or off campus.
2. It must be submitted 2 weeks in advance.

If you are planning on having an external guest at your event please note the Students' Union has a [policy](#) on this.

The External Guest Page can be found on the DSU Website on the [Committee Hub](#).

7.4. Transport

As a student group, it is your responsibility to book transport if required.

When booking transport you will need to ask for a VAT invoice from the travel company and submit it via Student Group Finance (SGF) to be paid. Allow 2 weeks from submitting the payment request for the payment to be actioned.

De Montfort Student's Union (DSU) does not have an agreement with any supplier. Please conduct sufficient research.

Contact the Opportunities Team for any advice or help with booking transport.

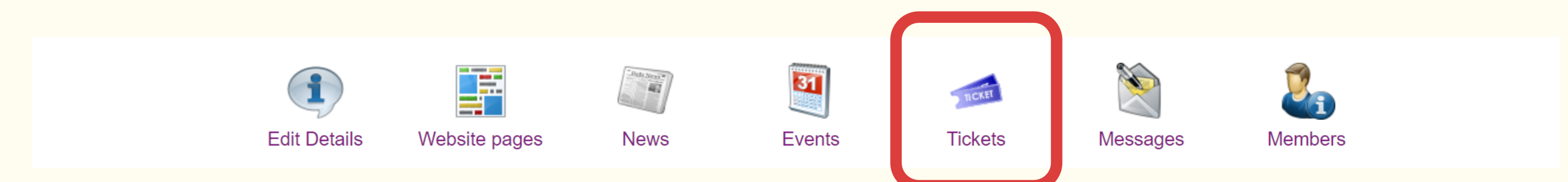
7.5. Ticketing

If a society requires an event to be ticketed, any committee member can access the admin tools and set this up.

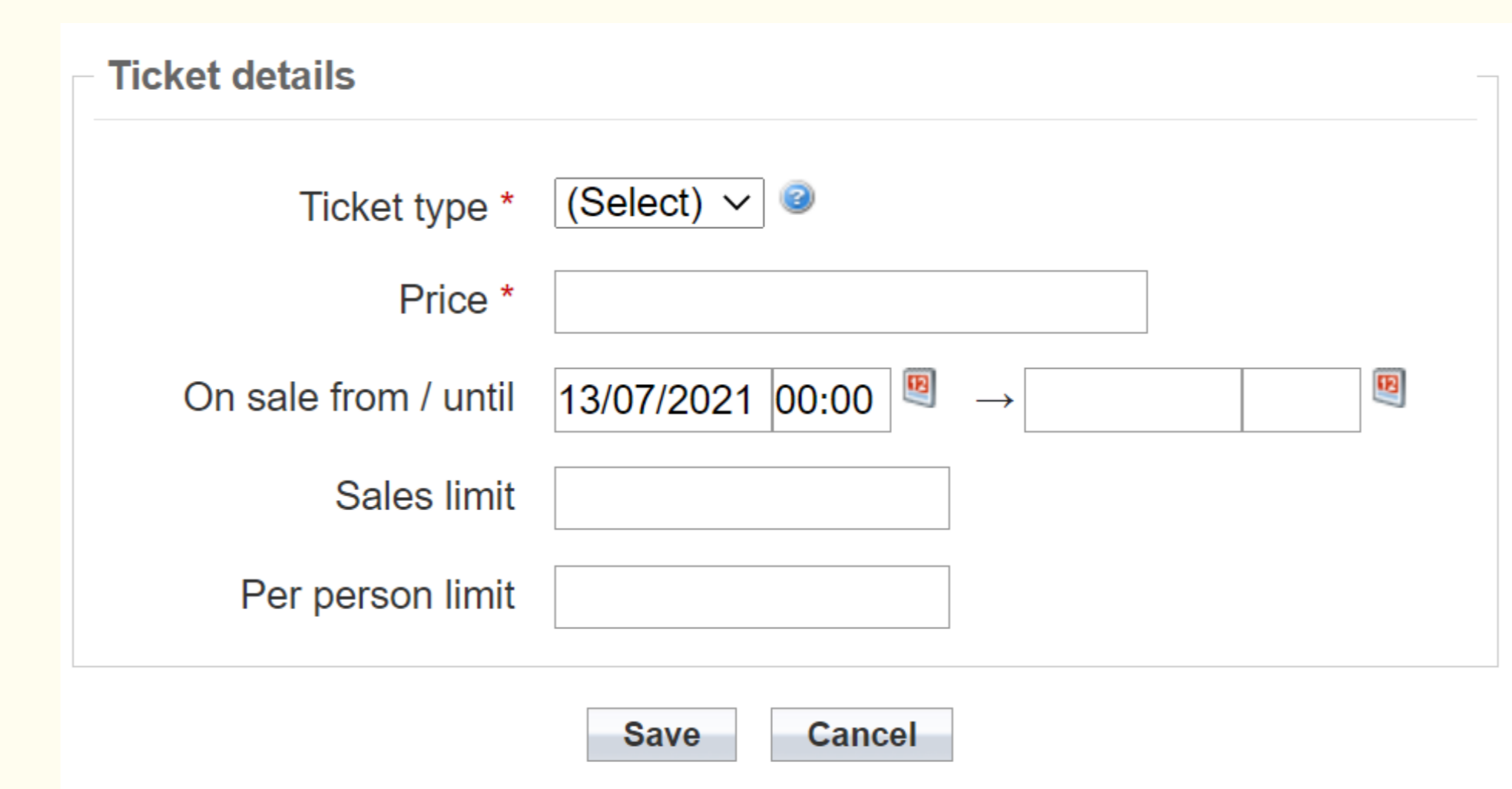
Firstly, log in and go to your society page, you will see there's a tab called '**Page Admin**'. Click this and select your groups '**Admin Tools**'.

You will need to make sure you that you create an event first, before adding any tickets. To do this you will need to click '**Events**', and add a new event, making sure all the dates and times are correct.

To add tickets, you will need to select the tickets icon.



Once you are in tickets, you should be able to see the event you have already set up. To add tickets to this event select 'add tickets', which will take you to a form as seen below:



Ticket details

Ticket type * (Select) v

Price *

On sale from / until 13/07/2021 00:00 →

Sales limit

Per person limit

Complete the above information and this ticket will then be live on your DSU page under the events page.

If your society require any further guidance on adding tickets to an event, please contact one of the DSU Opportunities team via email dsuopportunities@dmu.ac.uk or drop into the Memberships Office and one of the team will be happy to guide you through it.

7.6. Inclusivity

When putting together an event, inclusivity is vital. We must make sure guests feel comfortable, whether they're attending an in-person or virtual event. A key thing is to understand the needs of your members and the attendees of your events whether they're members of the LGBTQ+ community, people of colour, or those with physical disabilities or mental health conditions.

Inclusion isn't something that can ever be fully achieved or completed, but an aspiration we should be continuously try to do better for students.

You can't control every aspect of your members experience, so focus your energy on identifying the barriers and challenges your event could have and then work on ways to dismantle them.

When planning your events, consider the following things:

- Is it affordable on student budget? Remember you can request funding from the Development Fund to subsidize costs
- Is your venue physically accessible? If it is not, communicate this early to avoid a bad experience.
- Offer widespread catering. Find out if your attendees have dietary requirements and communicate whether you can meet there or not.
- Take the bias out/ use inclusive language
- Do nondrinking members feel comfortable being there? Consider balancing events with non-drinking events.
- Clear code of conduct communicated. Make sure all attendees know what you expect from them. Ask Activities for advice if you need help dealing with members who do not follow this.
- Ask attendees what would make them feel included.
- Communicate any barriers you could not remove

If you would like to attend Inclusion Training or have any further questions, contact the Opportunities Team to discuss further. We'd love to hear from you.

7.6. Inclusivity

Alcohol

DSU expect all committee members to behave responsibly when it comes to of the consumption of alcohol.

It is important to be mindful that a lot of students can't drink alcohol for medical, cultural, religious reasons and other may wish not to and do not need to justify their reasons. It is very important that clubs and societies look after each other and committee leaders encourage members to drink and behave in a safe and responsible way. Very sadly, there have been instances at Universities of students being forced, or encouraged to drink excessive amounts of alcohol which have lasting consequences.

Students may be nervous attending society events for the first time and can be intimidated by the behaviour of other students. This can lead to them intentionally, or being easily encouraged, to drink excessive amounts of alcohol. After the tragic death of Newcastle University student Ed Farmer, Initiations at UK universities was launched to raise awareness of the dangers of initiations and excessive alcohol consumption among students.

If alcohol consumption is causing affects to your health, relationships, work, or education, it is a sign that something is not right. If you are struggling to stop drinking once you have started, if you are drinking regularly and struggling to cut down, or you feel like you need to drink alcohol, then we strongly urge you to get some help. It can be very difficult to make the first steps when drinking becomes problematic, but it is important to tackle the issue as early on as you can. You may feel that you can talk to a trusted friend or relative, but, if this does not help in tackling the issue, you should also seek professional help and support.

It can be useful to visit your GP in the first instance. They will want to assess your physical health as well as your mental health and will be able to recommend and refer to specialist services if appropriate. You may also wish to contact the DSU Advice & Wellbeing Team at dsuadvice@dmu.ac.uk.

The DSU Code of Conduct clearly states that members of clubs or societies must not:

- Not use any form of peer pressure
- Not carry out, take part in or promote 'initiation' ceremonies

If this is breached by any member the DSU Disciplinary Policy for Members will be implemented and the status of the club or society will be questioned.

Remember that:

- Excessive or reckless alcohol consumption cannot be promoted or encouraged
- Alcohol cannot be bought and served on campus
- Alcohol cannot be consumed in university rooms

7.7. Useful Contacts

DSU Opportunities

opportunities@dmu.ac.uk

DSU Advice & Wellbeing

dsuadvice@dmu.ac.uk

DMU Security

0116 2577642

security@dmu.ac.uk

There's also lots of 'Self help' guides on 'MyDMU'

7.8. Health & Wellbeing Resources

- **Need help now?** - Resources for those in immediate crisis
- **Harmless** - self harm & suicide prevention support
- **Samaritans** - (24 hour helpline) and email support
- **DMU Open Faith Support** - (Spirituality & religious support)
- **DMU Mental Health Inclusion Team**
- **DMU Wellbeing** - (Counselling, Mental Health, Disability support)
- **Healthy DMU** - (Self help, Support, Activities, Masterclasses)
- **Action for Happiness** - 10 keys to happier living
- **Mind** - for both those affected first hand and their friends and family
- **Mindline Trans +** - helpline for people who identify as Trans, Agender, Gender Fluid and Non-binary
- **Support Line** - helpline and info
- **The Mix** - helpline, web chat, forums and info for under 25s
- **Rutland House Counselling & Psychotherapy** - (low cost)
- **Cruse** - Bereavement counselling

And Remember! Always tell someone if you are concerned.

8.1. Your Self-funding Account

Your student group self-funding account is where all your funds raised through different means are held. This includes membership, fundraising, sponsorship and any other income. This section will introduce you to key things to know about your student group finance.

Your self-funding account is for your group and members development. Membership fee is to support your student group and your aims – that's what members are paying for.

Note: ALL membership payments must be done online to ensure your group is able to manage your members using online systems.

Each group has a unique account code, which you will be asked to state every time you are claiming money or depositing money into account.

If you are not sure what your e-code is please contact dsuopportunities@dmu.ac.uk.

8.2. Student Group Finance Online Tool

This year we are moving all of the student group finance procedures online. Below is a short introduction to key aspects of the system.

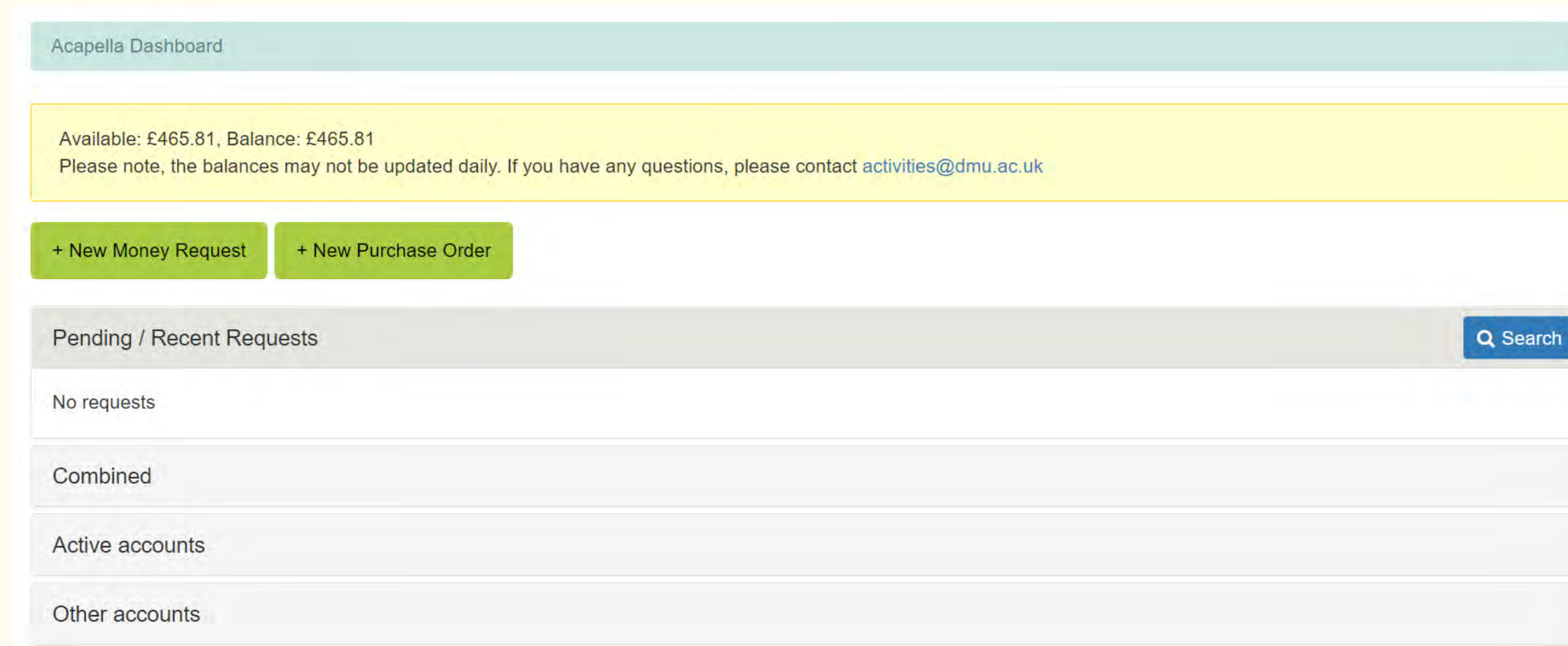
Access and Dashboard

The system allows for student groups to create reimbursement and payment requests online. To access this go to:

- your student group page;
- admin;
- student group admin tools;
- finances.

Please note access will be different for standard members and this information will be published online.

Once logged in you will see any new requests created by your student group members and committee and option to create a request.



Creating A Reimbursement Request

Select '**New Money Request**' button on your Dashboard and complete the online form.

The screenshot shows the 'New Money Request' form with the following fields and options:

- Request type: Reimbursement (dropdown)
- Event: (Not associated with an event) (dropdown)
- Payable to: Requester (dropdown)
- Payment method: Bank Transfer (dropdown)
- Bank Sort Code: (text input)
- Bank Account: (text input)
- Item description: (text input)
- Justification: (text input)
- Amount: £ (text input)
- Account: Please choose... (dropdown)
- Upload Receipt: A large area for uploading a receipt with a "Drag & drop files here ..." prompt and a "Browse..." button.
- Buttons: "Create", "Submit", and "Back" are located at the bottom of the form.

Once you have added all details you have 3 options:

1. **Create:** the request will not be submitted and you will be able to edit and submit later
2. **Submit:** the request will be submitted for the next stage approval.
3. **Back:** the request will be deleted and you will be redirected to dashboard page.

8.2. Student Group Finance Online Tool

Treasurer and Chairperson will be able to review and approve the requests.

The status of each request will be indicated and the requestor as well as Treasurer and Chairperson will be able to track progress.

The stages for each request are:

1. Request is created
2. Request is approved by committee (Treasurer or Chairperson)
3. Request is approved by Opportunities Staff
4. Request is processed by Finance Team

Please note any requests with missing or wrong details will be referred back to the requestor.

Pending / Recent Requests					
01/08/19 10:14	Money Request	#1014	Anne Other	Pending Approval (Activities)	£500.00
01/04/19 14:27	Purchase Order	#1038	Alex Chung	Pending Approval (Committee)	£ 45.00
14/08/18 09:32	Money Request	#1013	Anne Other	Pending Approval (Committee)	£ 25.00

To approve a request, simply select the request you would like to approve. Please note you will only be able to approve requests that are at stage 'Pending Approval (Committee)'

With each request you will have 3 options:

1. **To APPROVE** – you are happy with the request, as there are enough details and the receipts are attached and match the request details.
2. **To REFER TO REQUESTOR** – you have queries about the request, and some details are missing, receipts are missing or do not match.
3. **To REJECT** – the request does not have sufficient details, the purchase is personal, your group does not recognise the expenditure, your group does not have enough funds.

The screenshot displays the 'Request details' page for a 'Pay Supplier' request. The form includes fields for 'Request type', 'Event', 'Payable to', 'Payment method', 'Payee Name', 'Contact Email / Tel', 'Bank Sort Code', and 'Bank Account'. Below the form, the 'Request details' section shows 'Music Sheets' for an 'Event' named 'DMU Acapella (E543-C&S-)' with a value of £25.00. At the bottom, there are buttons for 'Approve', 'Refer to Requestor...', 'Reject..', and 'Back'. A 'Timeline' section shows the request was 'Created' on Tuesday, 14 August 2018 at 09:31 and 'Submitted' on Thursday, 1 August 2019 at 09:32.

8.3. Raising Money for your Society

Raising money for your group will be key to sustaining your student group and be able to plan your activities.

The most common ways for student group to raise money is:

Membership Fees

These are the funds your members pay to support your student group development. Use of membership funds:

- Must be for the benefit of all members
- Profits must not be raised from the membership fees. Ensure your members have opportunities to benefit from the fee they paid
- Alcohol cannot be purchased using membership funds. If the activity it is intrinsic to the nature of the society, pre-approval from Activities Team must be sought
- As DSU is a charity you are not able to transfer any donations to charities using membership fee funds. Any donations for charities need to be fundraised separately, following fundraising guidelines. Please consult the opportunities team before your fundraising activity.

Sponsorships

These are the funds that your group raises through support from different companies.

See Sponsorship section in this handbook for more information.

Fundraising

These are the funds that are specifically raised for your group through different events. See the next section for more information about fundraising for charities.

8.4. Fundraising

Fundraising is a great way to contribute to a cause your society is passionate about. Before your fundraising activity takes place, ensure you have submitted Fundraising Activity Form here. This will help us to identify the amazing achievements of student groups and ensure it is recorded towards RAG.

We can also request our Marketing team to share your success or help you to raise awareness.

Quick step by step guide is below. The full details are available on the Committee Hub, in the Finance Section.



Key Things to Remember when Fundraising

- All society members taking fundraising duties have read through the guidelines. Please share this with anyone involved in your fundraising activity.
- Your fundraisers respect student privacy.
- All your communication regarding the activity must clearly state the charity you are fundraising for. Members participating in the activity must be aware and able to provide this information to anyone interested.
- All funds must be used for the charity and cause it was raised for. You need to ensure this leaves your self-funding account promptly.
- Your group cannot be unreasonably persistent while trying to engage with students. Ensure your activity is welcoming and safe.
- You must avoid behaviours that could cause members of the public to become startled or anxious or bring DSU or the charity you are fundraising for into disrepute.
- Ensure anyone interested to donate are able to make an informed decision.

Don't forget, you can also contribute to a charity of your choice by choosing to volunteer with them or support them on different projects.

If you have any questions about fundraising please contact dsuopportunities@dmu.ac.uk.

8.5. Applying for Development Fund

The Development Fund is a dedicated fund for student group development. All groups can bid to it for some funding to help you deliver your bigger events or initiatives.

The bids are reviewed by Opps Zone on a monthly basis. All meeting dates will be displayed on application page.

You can request funding for events and activities that are out of your ordinary or routine activities and would benefit the majority of your members or wider student population. This can include activities such as guest speaker events, training, performance events etc.

You can submit your application on the finance section of the Committee Hub.

Questions to Consider before Applying

- How will it benefit your groups aims?
- How many members will it benefit?
- Your event(s) aim?
- Amount being requested?
- How the funding will be managed?
- Are you seeking any other sponsors?

8.6. Sponsorships

Sponsorships can be a great way to raise funds for your student group development.

Sponsorship is an agreement between your student group and an external company choosing to support your group financially or other, such as advertisement space or promotions.

Your sponsor can be a local restaurant, venue or other service provider. Majority of sponsorships have monetary value, however, some companies can sponsor your group by providing a venue to rehearse or hold an event, provide refreshments, printing and other services.

You can find a sponsorship agreement template in Finance Section, on the Committee Hub.

Once the agreement form is completed and signed by your student group and sponsor, please submit to Opportunities team. This will be reviewed by the Student Opportunities Manager and Student Opportunities and Engagement Executive.

If the Opportunities team has any concerns regarding your sponsorship agreement they will contact your student group before approving your sponsorship or raising any invoices.



good luck.

We would like to take this opportunity to say good luck in your new role.

We hope that you enjoy your time working as part of your student group committee and you all work towards providing the best experience for your members.

To be a committee member you have the power to influence so many members and give them great opportunities to make memories and grow in confidence while at university.

We as an Opportunities Team, are here to support you throughout your time on committee and are happy to help in any way possible to get your group to the best place possible.

At the end of the day, we are here for you guys!

Lastly, work hard, inspire others, make positive changes and most of all, enjoy yourself and have fun!

All the best,

Your DSU Opportunities Team