



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

## 25<sup>th</sup> August Committee Update #2

Hi | Shwmae,

### **Memberships**

As I am sure you saw in our email on Wednesday that after a consultation with all societies, we have increased the Guild of Societies fee by £2 to £8 for the next academic year. This will allow us to maintain the provision we have been offer all societies in the past for the year ahead.

If you wish to update your membership price ahead of the new academic year, please let us know as soon as possible, otherwise we will set your membership to be the same as last year's price.

### **Freshers Fair Reminder**

This is your reminder to request a fresher's fair stall by Monday 4<sup>th</sup> September 9am if you have not already done so. See the previous committee update email (sent to all committee members on 1<sup>st</sup> August) for more information and [click this link](#) to put in a request.

### **SU Regular Room Booking Reminder**

This is your reminder to make a request for a regular room booking in the SU by Monday 4<sup>th</sup> September if your society requires one. See the previous committee update email (sent to all committee members on 1<sup>st</sup> August) for more information and [click this link](#) to put in a request.

### **University Room Bookings**

The University have let us know; all bookings of their spaces are currently on hold until the academic timetable is confirmed. Once this has happened your president and secretary will be able to book university rooms via resource booker (this is the same system you use to book space in the library).

### **Committee Training Reminders**

All web issues with the online committee training have now been resolved. Please remember to complete the online training via the [student portal](#) by Monday 25<sup>th</sup> September.

For more information about committee training please see the previous committee update which can be found in the Weekly email Updates drop down [here](#). We have also attached the agenda for committee training over freshers to this email. Please read it carefully.

### **Wellbeing Officer Training**

Every society should have a Wellbeing Officer, or someone within your committee that takes on the responsibility of a wellbeing officer. (Our suggestion for this person would be your President or Social Secretary if you do not have a Wellbeing officer). As you would have seen in our Welcome email on the 1st of August, we have 6 sessions of Wellbeing Officer training. These sessions are all the same so you only need to attend one, but places on these are limited so you must book on to the session you would like to attend. You can book the session you want to attend by following this [link](#).

### **A-Level Results Day**

Last week students who will be coming to Cardiff in September received their A-Level results. Many of which have now started looking what societies they can join in September. We want to encourage you all to make sure your webpage on the SU website is up to date, as this will be the first place many of them will look first followed by your social media accounts that are linked from those pages. So, our advice again is to make sure these pages are up to date and the links are correct. Maybe make a welcome to Cardiff post to invite new students to the university and encourage them to reach out to you for more information about the exciting things you have coming up over the next academic year.



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### **Sponsorship** – Money for your society!

Throughout the year, your society can and will generate income the following ways:

- Charging a membership fee
- Fundraising
- Charging tickets for your events
- Sponsorship

Below we have detailed some of our tips and tricks to sourcing a sponsorship and what to do once you have found a sponsor:

1. Get in there early! Reach out to cafes, shops, bars and businesses that you think would be a good fit for your society. You can do this in-person or virtually. We suggest doing this over the summer as most businesses will have sponsorship requirements throughout the year.
2. Choose a sponsor that feels authentic to your society and one who doesn't expect anything unreasonable from your members. Do not agree to anything that they could be paying a member of staff to be doing e.g. manual labour, flyering or admin work. Remember, the sponsorship should be benefiting your society and as many members as possible. Yes, drinks discounts are nice but money towards your society's core activity would be better.
3. Once you have a potential sponsor, ask them what they can offer you and let them know what you can do for them as a society in return – make sure you and the business are being reasonable and realistic.
4. Ask us if you are unsure about what a reasonable or realistic request is.
5. Ask the sponsor for a contract which clearly outlines the sponsorship agreement – you can either make your own or use our template which can be found in the forms and templates drop down [here](#).
6. **SEND THE CONTRACT TO [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) BEFORE YOU SIGN.** You must send us any contracts before you sign, we will give the contract a look over, point out any red flags and suggest amendments. We do this to protect and benefit you and your society as once you have signed, you are obliged to follow through.
7. Once the contract has been approved by us, you are all good to sign and make it official. Our finance team will raise an invoice with the sponsor and any payments will be deposited into your society account. You will need to complete a Sponsorship Invoice form which can be found in the Forms and Templates drop down [here](#). Do not collect money in a personal account – this is money laundering, and this could lead to disciplinary action.

### **Screen Adverts**

If you would like to use the screens in the SU building to advertise your society or upcoming event/GIAG. Please create a portrait poster with the dimensions 1920x1080pxl and send this to [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk). Your poster must:

- Have a clear message – what are you promoting?
- Be easy to read and visually pleasing.
- Include how to get involved in what you are promoting – we suggest including a QR code to the event/society page/your social media.
- Include your society name on the poster!

### **Give it a Go**

Please make sure you are letting us know about what Give it a Go sessions you are running so we can promote them for you as part of our program. This will mean more students see your society and your events, but we can't do this unless you complete our form [here](#).

### **Welcome Team**

Joining the Welcome Team is an amazing opportunity to volunteer your time to make a huge difference to the student experience, make loads of friends and acquire new skills that will stay with you forever. You'll also make a huge positive impact on your CV while doing it. Find out more and apply by following this [link](#).



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### **Getting in touch**

Please note, members of the team will be on leave at various times during the remaining weeks of August. Someone will always be in the office and monitoring the societies inbox but we appreciate your patience where there may be a delay. Please do not contact the coordinators through their personal email as they may be on leave, send all correspondence to the societies inbox where a member of the team will pick it up.

Best Wishes | Cofion Gorau,

## Guild of Societies

### **Cardiff University Students' Union**

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**Ellen O'Dwyer: EXT: 471 | T: 029 2078 1471**

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[cardiffstudents.com](http://cardiffstudents.com)

Find us on social media @cardiffstudents

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