

## **Committee Update #4 – 8th September**

### **Grant Application Information and Group Contact Update**

Hi| Shwmea all,

We hope you are enjoying the recent weather.

We hope you are all still looking forward to the month ahead. There are some important deadlines fast approaching so please see the final reminders below:

#### **Grant Application Information**

All Societies are welcome to apply for grant funding from the Students Union. You can read more about the Grant Funding Application policy attached, to apply for grant funding please complete this [form](#). The deadline to complete this form is 09:00am on Monday 8th October. We often must reject requests purely due to lack of detail on the application, so please include as much information as possible.

If you have any queries regarding this process, please contact [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk). It may also be worth you speaking to last year's committee members and asking them for a copy of the form they submitted to give you a starting point.

#### **Group Contact Update**

As many of you are aware, Hannah Snape left the team over the summer so there will be a new member of staff supporting the groups Hannah used to look after. We have discussed many different ideas and have settled on the below changes. This will take effect from now and will last until Christmas when we will review things and send another update if and when any changes are made.

Please read the full list of changes carefully as your category may be with the same member of staff, but your group maybe with someone else. If you are unsure which category your group is a part of, you can see your classifications on the website by using the search function on the list of societies. Or you can email [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) and ask.

Elaine Morgan who many of you would have seen at the Societies, Volunteering and Media Awards in May will taking responsibility for some of our groups in addition to her role of supporting our 4 student media platforms. We will also have a number of student staff joining the department to help support the

team and you over the year. If you would like to apply to be a student staff member in the team you can find more information [here](#).

**Ellen:** Activity & Appreciation, Heath Based, Performance & Artistic

**Elaine:** Cultural & International, Political & Ideological

**Sophie:** Course Based, Discussion, Campaign & Awareness

**Rhys:** Airsoft Society, Anime Society, CRITS, Doctor Who Society, Esports Society, Gaming Society, Harry Potter Society, MedSoc, Quadball Society, Sci-fi and Fantasy Society, Wet Dippers Wild Swimming Society.

Of course, the whole team will be there to support all groups as best as they can, but the staff above will be your main contact. To contact any of the above members of staff, please email [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk)

## Regular Room Booking Update

Thank you to those who completed the semester 1 room booking request form and thank you for remaining patient while we allocate and confirm these with you.

You will receive a notification from the room booking system when these bookings are made, and you will also receive a confirmation email from us. If you have not received a confirmation email yet, you will by early next week.

## Freshers Fair

As stated in the last three committee updates, the freshers' fairs will take place 25th – 28th of September. The Societies and Volunteering fairs will be held on Wednesday 27th September and Thursday 28th September at Cathays and Wednesday 27th September at Heath Park.

Thanks for everyone who completed the form on time. We are still working through the allocations and will be able to inform all groups of the days they have been given very shortly so please keep an eye out for that email.

## Give it a Go (GIAG)

Once you have received your regular room booking allocations, please start planning your Freshers GIAG activities. Please see the 1st update email for more information about GIAG.

Please make sure you are putting the events on the website with tickets, do not send links to your Facebook, Instagram or Google Forms!



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Calon bywyd myfyrwyr Caerdydd

## **Guild of Societies Memberships**

Guild memberships are now on sale! You should have all received an email on 23rd August to announce that they were on sale and are now priced at £8 for the year.

Please make sure that you buy your guild and society membership by Monday 30th October to continue your committee membership. You are required to purchase a membership; you do not automatically gain one when you are elected.

## **Development Plan Meetings**

All groups are required to have a development plan meeting each semester. In this meeting we will discuss your development plan and your plans for the year ahead. This is a great opportunity to talk to us in person and ask any questions. [Book your development plan meeting here.](#)

Please only book a development plan meeting and not a DBS and meeting with a coordinator as well.

## **Committee Training**

Please ensure you have completed your online committee training by Monday 25th September and attend the in-person training sessions if you or your other committee members have not already done so. You can find the committee training schedule attached to the 1st August update email.

## **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](#).

## **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](#).



Please note, the societies team response time is 3-5 working days and you can expect a delay in busier periods or when members of the team are on leave. We are a small team with a lot of groups to look after, we appreciate your patience and understanding.

If you are waiting on a response, remember all committee update emails are linked [here](#) on our website under the 'Weekly Email Updates' drop-down menu and you can always consult the [committee handbook](#) or the online training if you have any questions!

Best Wishes | Cofion Gorau,

Guild of Societies



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