**Societies Development Plan**

This plan will help you and the activities team plan your year ahead, **please be as detailed as possible**. If you have any questions, please contact [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk).

|  |  |
| --- | --- |
| **Society Name:** |  |

**Aims and Objectives**

Please state 3 aims or objectives for the year ahead. These are things you wish to achieve which will aid the development of the society.

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| **Aims – 2021/2022** |
| 1. *E.g. recruit & retain at least 100 members* |
| 1. *E.g. host a RAG fundraiser* |
| 1. *E.g. organise at least 3 trips off campus* |

**Bonus Aim!**

|  |  |
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| Which tier from the tier system are you hoping to achieve this year? | **BRONZE**  **SILVER**  **GOLD** |

In the spaces below please describe the actions and requirements that will enable you to achieve your aims.

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| **Aim 1:** *E.g. At least 100 members will be signed up and pay subs, and most will attend regular sessions.* | | | | |
|  | **What is the action?** | **Who is responsible?** | **What is the timescale?** | **Are any resources needed?** |
| **Action 1** | *E.g. Have a stall at fresher’s fayre.* | *E.g. The committee are responsible for leading the stall.* | *E.g. By the end of fresher’s fayre but recruitment will be all year.* | *E.g. A stall provided by SU, freebies and incentives to be ordered using the soc account.* |
| **Action 2** | *E.g. Be active and engaging on the societies social media account.* | *E.g. Social Media officer.* | *E.g. All year but especially over summer and in September.* | *E.g. Social media account & camera/video equipment.* |
| **Action 3** | *E.g. Host regular society activities virtually and in person.* | *E.g. Committee* | *E.g. All year, aiming for twice a week.* | *E.g. Date/time information on SU website & room bookings.* |

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| **Aim 2:** | | | | |
|  | **What is the action?** | **Who is responsible?** | **What is the timescale?** | **Are any resources needed?** |
| **Action 1** |  | *.* |  |  |
| **Action 2** |  |  |  |  |
| **Action 3** |  |  |  |  |

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| **Aim 3:** | | | | |
|  | **What is the action?** | **Who is responsible?** | **What is the timescale?** | **Are any resources needed?** |
| **Action 1** |  | *.* |  |  |
| **Action 2** |  |  |  |  |
| **Action 3** |  |  |  |  |

**Budget Plan**

This section of the Development Plan will help you budget and further plan for the year. This plan will also compliment any funding requests and help us determine your grant allocation. You don’t need to know your exact expenditure and income right now – just make an estimate based on previous activities or your plans for the year!

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| 1. **Estimated Expenditure July 2021 – July 2022** | |
| Transport (e.g. minibus hire, petrol, train tickets) |  |
| Guest speaker fee(s) |  |
| Facilities (e.g. do you need to hire a facility?) |  |
| Equipment (e.g. do you need to hire or purchase new equipment?) |  |
| Costumes/kit/merchandise (e.g. society hoodies, pens, fresher’s freebies) |  |
| Training (e.g. first aid training) |  |
| Other (e.g. food for a welcome session) |  |
| **Total estimated expenditure:** |  |

|  |  |
| --- | --- |
| 1. **Estimated Income July 2021 – July 2022** | |
| Membership fee (per person) |  |
| Estimated total membership income (membership fee x number of estimated members) |  |
| Sponsorship |  |
| Fundraising |  |
| **Total estimated income:** |  |

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| --- | --- | --- | --- |
| **Completed by:** | **Name** | **Signature** | **Date** |
| **Society President/Secretary:** |  |  |  |
| **Vice President Societies and Volunteering:** |  |  |  |
| **Societies and Volunteering Coordinator:** |  |  |  |