

Societies Handbook 2009/10



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Last updated July 2009

This document is available to download online at www.huddersfieldstudent.com.

Welcome to the University of Huddersfield Students' Union Societies Handbook. Contained within this document are all the current guidelines for running an effective society in the academic year 2009-2010. There are details on how to apply for your society budget, what sort of things to apply for, how to spend your budget once it has been approved and much more. If there is anything within this document you are unsure about, contact the VP Sports and Societies in the Students' Union.

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The Basics

Useful contact details.

VP Sports & Societies

Haydn 'Tank' Stead • Email: su-sands@hud.ac.uk • Tel 01484 47 3456

VP Internal Affairs

Sohail Afsar • Email: su-intaff@hud.ac.uk • Tel: 01484 47 3424

VP Comms

Zeshan Iqbal • Email: su-comms@hud.ac.uk • Tel: 01484 47 3441

Democratic Services & Activities Administrator

New post currently being recruited • Tel: 01484 47 3427

Activities, Involvement & Engagement Manager

Sarah Harris • Email: s.harris@hud.ac.uk • Tel: 01484 471446

Marketing Manager

Claire Allison • Email: c.allison @hud.ac.uk • Tel: 01484 47 3442

Graphic Designer

Becki Scott • Email b.scott@hud.ac.uk • Tel 01484 47 3426

The Students' Union

Queensgate, Huddersfield. West Yorkshire. HD1 3DH

Email: students.union@hud.ac.uk • Tel: 01484 538 156 • Fax: 01484 432 333

University Sports Hall

Laurie Nettleton (Sports Supervisor) • Email: l.j.nettleton@hud.ac.uk • Tel: 01484 47 2093

(The last four digits of the above numbers can be dialled from any University internal phones)

Checklist

This list is a guide to make sure that your club has done everything that is required for you to get it off the ground successfully at the beginning of the next academic year.

Things to do before the Summer Break

- Elect new committee
- Inform VP Sports & Socs of new committee & contact details.
- Attend briefing from VP Sports & Socs
- Meeting details (venue/times) to VP Sports & Socs
- Arrange sponsorship & get contract (guidelines page 18)
- Budget application form filled in
- Transport application form filled in
- Closing Inventory completed
- Development Plan completed
- Submit Freshers' Fayre form
- Complete driver registration for MIDAS
- Continuing members contact list given to the VP Sports & Societies
- Membership pack handed to VP Sports & Societies
- Meet with VP Internal Affairs to discuss budget
- Update webpage & create secure log-ins
- Constitutions completed

Things to do during the Summer Break

- Preparation for Freshers Fayre / Week (Events & publicity)
- Equipment ordered (do this as soon as possible)
- Things to do in September / October
- Membership drive during Freshers Week (publicity!)
- Members informed of signing up procedure
- Membership numbers & fees paid checked
- Equipment collected by Equipment Officer & added to inventory
- Constitutions completed (new societies)

Other tasks to be done

- Attend Sports & Societies forum October 2009
- Attend Annual General Meeting held in the Students' Union on Monday 26 October 2009 – 2 representatives minimum

How to set up a Society

Before you try to set up a Society, you should find out if there is a Society already up and running that caters for your needs. If not then you can start one up yourself. This isn't as daunting as it first sounds; the VP Sports & Societies will be able to help you.

Society numbers

For a society to be eligible for the maximum budget allocation a minimum of twenty (20) members are needed. However, a society with a membership of less than 20 qualifies for a limited level of financial support on a graded scale, i.e. an existing society struggling to maintain its membership levels or a new society trying to start up with only a few members. Support may be given for promotional materials or start-up activities at the discretion of the Sports & Societies Committee.

Attracting members

To increase your chances of finding other students who share your interest you need to publicise the fact that you are trying to start up a society.

Huddersfield University has more than 22000 students so it is likely that your society will attract a higher membership if it is properly publicised. There are many ways in which this can be done, (see Advertising and Publicity for further details). Check any publicity material with the VP Sports and Societies at least a week before you intend to use it. The University and the Students' Union name could be at stake if inappropriate publicity material is used.

National Governing Bodies

Many activities have a National Governing Body (NGB), whose role it is to provide rules & guidelines, for example risk assessments, and who can usually offer some form of insurance cover for participants of high risk activities; you will find these on their website. If you are unsure if a National Governing Body exists for your activity, first try searching the internet. If that fails contact the VP Sports and Societies to help you find out. If there is an NGB for your activity, we recommend that your society affiliates; any costs associated with this affiliation can be included in your society budget request.

Electing your Society committee

Your society must elect the committee from members who are going to continue into the following academic year. The election process should take place either by secret ballot or by a show of hands at a society meeting. If you need any further advice on the election process, contact the VP Sports & Societies.

For a society to run effectively, it is necessary for some members to take on a little extra responsibility. There must be a minimum of 3 officers in a society to be elected from society members. Any full member can be elected into a position, but try to encourage the ones you think will be best for the job. It is good practice for candidates to circulate a manifesto of what they intend to do for the society over the course of the year prior to the elections. Although non/former students are allowed to join a society, they cannot be elected to hold office.

Committee Roles and Responsibilities

All the roles below may not be relevant to your society, but can be used as an example/ guideline when deciding on how to construct your committee.

Secretary

To co-ordinate and help all committee members fulfil their responsibilities to meet deadlines. To co-ordinate all cash inflows and expenditure within the society; to report to the president; to liaise with the Freshers Secretary to recruit possible future committee members with the purpose of maintained growth; to complete the development plan with the president. To make any room, facilities or transport bookings at least a fortnight prior to each event; to produce an agenda and minutes for any society meetings.

President (Chairperson)

To chair committee meetings and act as a facilitator so that things happen on time; complete the society development plan with the society secretary. When promoting the society, ensure that the aims and objectives of the society are in line with Students' Union and University policies; support other committee members in their roles; work alongside the secretary to ensure that the development plan and the budget are submitted to and within the timescale set by the VP Sports & Societies.

Publicity Secretary

Update the web on a weekly basis, including the meeting times, events, reports and social information. Write/submit articles throughout the year for the Huddersfield Student newspaper. These articles can be monthly reviews, forthcoming events or recruitment aids. Preparation of publicity material for Freshers Fayre and co-ordination of Freshers fayre stall; production of slides to be placed on plasma screens around the Students' Union.

Social Secretary

Prepare an events calendar for each term so members are aware what is happening from one week to the next and can then plan accordingly. Check out the new SU Graduate bar for the society to meet up; explore sponsorship opportunities or discounts for the society from any local businesses. Co-ordinate social events to be inclusive of all the membership ensuring that nights out run smoothly and that all members behave appropriately and don't bring the society and the Union into disrepute.

Membership Secretary

To make sure that all member details are submitted to the Students' Union with the appropriate membership fees by 1st November. Compile a full membership database ensuring that the information is confidential and kept in a secure location. Make members active around University and the local community to build the society, Students' Union's and University's profile and reputation.

Freshers Secretary

To co-ordinate fresher involvement so they are included in all activities and to enable their voice to be heard in meetings; to encourage freshers who show an interest in being a committee member in order to encourage growth and continuity of the society; Buddy each Fresher to an established member so that each fresher has a responsible person to turn to.

Equipment Officer

Submit the budget to the Students' Union for equipment purchases. Take responsibility of all equipment creating opening and closing inventories and monitoring the loss, breakage and damage to all equipment. Maintain all equipment up to a reasonable standard so that its quality is not diminished following NGB and equipment manufacturers' guidelines to ensure a safe standard of equipment.

Constitution

The Students' Union Constitution states that every society must have a Constitution. This means that the society will have an official document stating their aims and objectives, the positions on their committee and the election and disciplinary procedure. This Constitution will inform both your members and the Students' Union of your aims and objectives and the committee structure within your society. To make this process easier for you, a model constitution is available on the website. You can use this model and amend the bold areas to suit your society, change your aims, objectives, procedures and officer titles/job descriptions – or if you are feeling more adventurous and creative, you can write your own Constitution. Once you have completed the Constitution, 2 copies signed by the two main officers of the society need to be handed to the VP Sports & Societies and one copy must be kept by the society secretary. All members must be made aware of this document.

Membership Fees

Each and every member of the society must pay membership fees. This covers the cost of basic insurance - it does not cover personal insurance. UHSU recommend that participants take out their own personal insurance cover if they are taking part in high risk activities. Again, it is worth exploring, if applicable, your NGB for information and advice on personal risk insurance. The membership fees also contribute towards the cost of providing equipment and transport.

Although the basic membership fee for joining a society is £5*, your society committee may wish to charge more than this. For example, training costs other than those that are already offered by UHSU (see Duty of Care). Before charging more than the basic fee, you must put a written proposal to the Sports and Societies Committee through the VP Sports and Societies. The proposal needs to detail why the society wishes to charge more and what the extra revenue would be spent on.

*Subject to confirmation at the beginning of each academic year by the Sports & Societies Committee.

Membership

Each and every member of a Society needs to complete a membership form and pay the affiliation fee. A copy of the membership form can be downloaded online at www.huddersfieldstudent.com or you can collect one from the Students' Union Reception.

Duty of Care

The Students' Union has a duty of care to all Society members, and it is vital that procedures are in place when travel and activities are involved. A trip registration form must be completed prior to each journey undertaken by whatever mode of transport, whether by coach, minibus, or private car. The registration form contains details of the trip, the mode of transport, the driver's name and the name of each passenger. In the event of an accident we can relay necessary information to the emergency services along with the emergency contact details. The Students' Union is registered for data protection and all personal details are protected under this.

Before a member can drive a minibus on behalf of the society, they must firstly fulfil the licence requirements and secondly undertake MiDAS (minibus) training. There is also a requirement for each society to have two of their members trained in basic first aid. These sessions are free and training dates will be relayed to the society officers by the VP Sports & Societies at the start of the academic year.

Society officers responsible for the organisation of activities for inexperienced members have a duty of care to those members. Although society members are required to sign a statement that they will only undertake activities where they understand the risks and are responsible for their own actions, inexperienced members

cannot reasonably be expected to be aware of all potential dangers.

Risk assessments must be produced for each individual activity and a copy given to each participant prior to an event. Information on how to compile a risk assessment is available on NGB websites or via the VP Sports & Societies.

Equipment

Equipment officers must sign to accept the Union's rules for Clubs & Societies, which include the duty of care and responsibility for maintaining equipment. It is the responsibility of the equipment officer to perform regular checks and inspections of equipment to ensure serviceable condition and safe usage. (See "Electing Your Society Committee"). Following these checks, a procedure must be in place to identify the condition of equipment, repair and/or disposal.

Societies will not be permitted to spend their allocated budgets or commence their activities until all the required paperwork has been submitted and membership fees have been paid.

Telephones

Society members may have the use of telephone and email access via the iZone for society business at the discretion of the VP Sports & Societies. Use email whenever possible and avoid making expensive calls to mobile phones. Anyone found making personal calls on UHSU telephones will forfeit their rights to use this facility for themselves and the Society they represent.

Supporting the Students' Union

The Union will do all it can to assist in the formation and running of student societies. However we would like to encourage you to support the Union in return, by using the facilities and services wherever you can.

Please consider the following

The Graduate and The Coffee Bean are great places to meet other members of your society for social activities.

Send the VP Sports & Societies details of your society activities for coverage in the Students' Union building, the student newspaper Huddersfield Student, on the web at www.huddersfieldstudent.com, and through the new student radio station, RadioHUDD.

UHSU reserve the right to refuse support for events that are held in venues other than the Students' Union. Remember the stronger the Union, the more we can support the clubs & societies you run.

If you are interested in using The Graduate, The Coffee Bean or the iZone for any fundraising events please discuss this with the VP Sports & Societies.

Room booking procedure

There are several areas within the SU building that you can book for a meeting or society event.

What are your requirements. Work out in advance the numbers of rooms you will need, the size and layout of each room, the times when each room will be required, equipment, refreshments etc. If you will be using PCs in the training rooms, identify the software and network access you will need. You are also responsible for clearing up the rooms after the event, particularly if you have booked refreshments.

Decide which room you want to book. Look at the 'room information' at the bottom of this page. This will give you a description of the size and location of each room and the equipment and furniture available in each.

Book the room. To book an available room fill in the booking form at the back of this pack and hand it to the Students' Union Reception. You will need to include the following information: the name of the room you wish to book, the day of the week, date and time you need the room, the name of the person running the event, the title of the event, the number of expected attendees and an overview of the required room layout. Please note that you are responsible for making arrangements to ensure the furniture in the room is arranged in the way you require. You should book the room 30 minutes in advance of your session starting time so that you can set the room up as you wish. If you need help to do this please arrange this at least two days in advance with the Buildings Officer, Ian Dyson on 01484-473431 or i.dyson@hud.ac.uk

Need catering? To order food or refreshments (eg coffee, tea, biscuits, buffet/sandwich lunch), complete the back page of the booking form. All refreshments will be delivered directly into the room so please specify a time when you want the refreshments to arrive, to avoid disrupting your event.. Please be aware that there will be a charge for the food and refreshments, which is payable at the time of booking.

Need any equipment? Each room has a limited amount of IT equipment. If you need to use this facility it is your responsibility to ensure that you know how to operate all of the equipment in advance of your event. We recommend that you familiarise yourself with audio-visual or computer equipment at least 24 hours prior to the start of the session. If you require additional equipment then you should contact the Buildings Officer, Ian Dyson on 01484 473431 or i.dyson@hud.ac.uk to discuss your requirements.

Arrangements for bookings outside of normal working hours. If you are booking a room for an event that is taking place out of normal office hours ie finishing after 6.00 pm on a weekday or taking place at the weekend, please inform the Democratic Services & Activities Administrator, on 01484 473427 so that arrangements can be made for the room to be secured after the event is finished. On entry to the Students' Union all invited visitors/members of your group must sign in at the SU Reception desk. A card swipe system is now in operation to access the Meeting/Training room and you will be issued with an access card by either Reception or Security Staff.

Meeting Rooms

Main Meeting Room SUI/14. This room can be set up in a number of different ways and can accommodate between 20 and 45 participants. Good for formal meetings/visiting speakers.

The Coffee Bean. On the first floor of the building, this a more relaxed, open plan area for informal meetings.

The iZone. This is a small area on the first floor with computers to access the internet.

A society can also book rooms in the University through the VP Sports & Societies on 01484-473456 or SU-sands@hud.ac.uk

General Meetings

The Annual General Meeting of the Students' Union will be held on 26 October 2009 in the SU building and a minimum of two representative members of your society must attend this meeting. Committee members will be notified by email fourteen days in advance of the meeting by the VP Sports & Societies. If two representative members of your Club do not attend the Annual General Meeting financial penalties and/or disciplinary action may be incurred in accordance with the Constitution of UHSU.

Development plan

Each society is required to submit a development plan. Budget applications will not be considered and Freshers Fayre stall bookings allocated until the development plan has been submitted. If you require any help completing the development plan contact VP Sports & Societies.

Interpretation

The interpretation of the Society Handbook is the responsibility of the Sports and Societies Committee. The VP Sports and Societies may need to refer to the committee prior to making decisions relating to the formation/application of a society.

Glossary

NGB National Governing Body

UHSU University of Huddersfield Students' Union

VP Vice President

Money Money Money

Preparing a Budget Application

To receive funding from UHSU a society must prepare a budget application. The Sports & Societies Committee may either approve, part approve or reject your application depending on what you apply for and how much it costs. Budget applications for kit and equipment required for the start of the academic year, along with all related society documents, must be submitted by the end of August 2009 to ensure approval, order & delivery. If you are a continuing society an up to date equipment inventory must be submitted along with the budget application.

Guidelines for budgets

Handing in your budget applications late could lead to limited funding, kit and equipment not being ordered and received in time for the start of the academic year. A budget should include all items of expenditure you may require for the year. This should include any external conference meeting fees, items of essential equipment (i.e. safety equipment), subscriptions or affiliation fees to external bodies, printing costs to cover any promotion that you may need over the course of the year, particularly for Freshers' week and Freshers' Fayre! Each Society who has booked a stand at Freshers' Fayre will get £20 for promotional materials. Individual Societies will have their own priorities and interests; it is up to their committee to decide what activities will benefit the Society members the most.

Your budget application should be as detailed as possible to speed up the process of budget allocation. It is no good just putting down "Promotional material, £50". The Sports & Societies Committee will come back to you and ask you what type of promotional material and what you wish to promote with it before they can make a decision about whether or not they can fund it.

- We will fund the cost of either a printed T-shirt or Polo shirt for each member of the Society committee to a maximum of 6 tops. We will not fund the costs of any other casual wear.
- We won't fund water bottles on the grounds of health and safety. If you wish to use water bottles, you must purchase and look after them yourself.
- It is unlawful to make charitable donations from your budget. If your society wishes to raise funds for a charity, you will need to take advice from the VP Sports & Societies on how to do this.
- A maximum of £20 expenses is allocated for individual speakers; fees above this amount are at the discretion of the Sports & Societies Committee.

Equipment purchased for use by a society is and remains the sole property of UHSU. The society Equipment Officer will have direct responsibility for the equipment and for keeping an up to date inventory. This inventory must be made available to the Sports & Societies Committee prior to a budget application being approved. It is the society Treasurer's responsibility to report any loss, theft or damage to Union equipment. Failure to do so may result in disciplinary action being taken against the Society.

Finance & spending your budgets

Society officers are responsible and may be personally liable for any debts incurred by the society. Societies must not keep money in external bank accounts. UHSU cannot accept financial responsibility for monies owing to third parties which did not receive budget approval. UHSU will not accept liability for club/society debt relating to an external bank account.

Appeals against your Budget Allocation

If your Society disputes the amount of budget allocated, you can appeal against the decision in writing to the Sports and Societies Committee via the VP Sports & Societies within ten (10) working days of receiving confirmation of budget. The Society Chair or Treasurer may be called in to make their case.

Spending your Budget Allocation

All approved kit/equipment is to be ordered on behalf of the society by the VP Sports & Societies and all invoice payments will be made directly to suppliers by the SU Finance Department. The ordering and payment of goods or services outside this system are to be discussed and receive prior approval from the VP Sports & Societies.

Trips

Transport

All transport must be booked through the Democratic Services & Activities Administrator (to be found in the iZone) at least one week in advance of the required date. Before travelling on any transport organised by the Students' Union, use of public transport or private a vehicle, a trip registration form needs to be completed. This form will give details of all participants in case of accidents or emergencies. You can collect a copy from the iZone or a pdf version of this form is available to download online at www.huddersfieldstudent.com. Once completed, the form must be returned to the iZone where it will be photocopied. The photocopy will be retained by the iZone and the original must be kept by the trip organiser. This copy will be held by the SU for the duration of the trip.

Transport must be applied for in your transport application (see preparing a budget application for further details) and should include details of the trip. Transport requests to anywhere outside mainland UK need to be authorised by the Sports and Societies Committee. Again, your application may be approved in part, in full or rejected. UHSU are aware that you cannot always predict transport costs in advance and secondary budget requests for transport will be considered by the committee if submitted well in advance of the proposed trip.

If you are using your own vehicle for Students' Union use, i.e. travelling to an event and/or taking other participants, then you may not be covered for business use. You need to contact your broker/insurer to clarify this. In many cases there will not be an additional premium for this cover. The Students' Union is not liable for any costs/accidents if using your own vehicle and will not refund fuel/mileage costs unless this insurance is in place. A copy of the insurance document will be required if a claim for expenses is made.

Transport requests to anywhere outside mainland UK need to be authorised by the Sports & Societies Committee. Again, your application may be approved in part, in full or rejected. UHSU are aware that you cannot always predict exactly what transport you will require over the course of an entire year, consequently, requests for transport that are made after the initial budget application will require further approval from the Sports & Societies Committee.

Minibuses

Drivers must register with the Democratic Services & Activities Administrator. Each driver will be required to produce their Photo card and paper counterpart driving licence and complete a declaration form for insurance purposes. To qualify to drive you must be at least 21 years of age, have held a full clean driving licence for at least two years and have passed a MiDAS (Minibus Driver Awareness Scheme) test which can be organised free of charge through the iZone. Non-registered drivers cannot drive hire vehicles as they won't be insured. For information on eligibility, contact the Democratic services & Activities Administrator in the iZone between 09:00 and 13:30 Monday-Friday. If a non-student member of your society wishes to become an official driver, UHSU will only fund a MiDAS test if they are Life Members of the Students' Union.

Minibuses are collected from and returned to the Wakefield Road car park. Keys are collected from and returned to the Campus Security desk in the Harold Wilson building foyer. You will need to take some photographic identification, such as your driving licence or campus card, in order to collect the keys. The registered driver should inspect the bus and note any faults, dents or damages prior to using the vehicle. The hire company have a procedure for noting any differences and this must be followed. It will be the responsibility of the registered driver to ensure that the vehicle is returned in a clean and tidy state.

It is the responsibility of the driver to ensure that the bus carries only the correct number of passengers. Failure to comply with this is a criminal offence. The hire company will inspect the minibus upon its return. Any costs above and beyond the cost of hiring the vehicle for the requested period of time will be classed as a society debt and may either be deducted from your budget allocation or the society members could be held personally liable. This decision is at the discretion of the Sports and Societies Committee.

You are responsible for noting the fuel level when you collect the bus, and it must be returned with the same fuel level as when collected. VAT receipts must be produced if claiming refunds for fuel. Prior arrangements for this must be made with the VP Sports and Societies. The registered driver of the vehicle is responsible for its prompt return and will be held personally liable for any costs incurred due to late return of hired vehicles. Should the society wish to hire a minibus externally, then the members are fully responsible for all aspects of hire. **It is still necessary to complete a trip registration form.**

Transport costs

See below, examples of daily rates for vehicle hire for your information when planning trips. Please note these are subject to change. All these prices are exclusive of VAT and fuel costs. When choosing a vehicle please be aware of the drivers eligibility to drive as outlined under 'minibuses'.

- 15 seat mini @ £45 per day plus VAT
- 9 seat minibuses @ £42.50 per day plus VAT
- Galaxy (7 seat) @ £40 per day plus VAT
- Small car (Fiesta) @ 18 per day plus VAT
- Medium car (Focus) @ £22.00 per day plus VAT
- Large car @ £25 per day plus VAT
- Short wheel base transit Van @ £23 per day plus VAT
- Long wheel base transit Van @ £35 per day plus VAT

Coach Rules

Coaches are the greatest expense in the transport budget and bookings are closely monitored and controlled. No coaches can be booked without the approval of the VP Sports & Societies. Where possible, societies should use minibuses and provide a driver (see Minibuses for further details.)

A Society may be asked to contribute towards the cost of a coach dependant on the cost and purpose. This is at the discretion of the Sports and Societies Committee. All coaches will pick up from and return to the place specified by the administrator at UHSU. The driver must not be instructed to make changes or deviate from the planned pickups/route by those travelling on it. No alcohol is permitted on any transport booked through UHSU. Food and drink is at the discretion of the driver.

First Aid

UHSU offer free first aid training for up to 2 members from each society; details available from the VP Sports & Societies or the iZone. This training can be tailored to individual society activities. First aid kits are available from the iZone to sign out when your society is travelling. Should you need to use any items please complete the contents log so that we are aware of usage and can restock the kits.

Code of Conduct

Whenever a Society goes on a trip, they are representatives of the University of Huddersfield Students' Union therefore it is important that every society member or guest who is part of the trip behaves appropriately. Any member who is found to have behaved inappropriately shall be subject to disciplinary action, which may include, but is not restricted to, the member being permanently excluded from the Society. If an individual, or a group of individuals, is found to have damaged equipment, (other than acceptable wear and tear) they may be held personally responsible and have to cover the cost of repair or replacement themselves.

Disciplinary & Grievance procedures

There is a Sports & Societies disciplinary and grievance procedure available on request from the VP Sports & Societies or iZone.

Publicity

Advertising & Publicity

The more you promote your society, the more chance you have of getting people interested in joining. Keep it simple – don't bombard people with too much information!

The University or SU logo should not be used without prior agreement with the SU Marketing & Design department. For further information contact the Graphic Designer on b.scott@hud.ac.uk For any help in promoting your society contact the VP Sports & Societies or go to the iZone.

Publicity channels

The following publicity methods can be used throughout the year:

- Freshers' Fayre (allocated budget)
- SU website (free)
- Social networking websites (free)
- Posters & flyers (cost of printing from Marketing & Design as above)
- Plasma screens (free)
- HuddersfieldStudent newspaper (free)
- The iZone (free advertising/awareness)
- RadioHUDD

Freshers Fayre

This is traditionally the biggest promotional event available for clubs and societies in the academic year and this year it is being held on Thursday 24 September, for the first time on campus. Places are limited and allocated on a first come, first served basis. You can book a stall free of charge by downloading a booking form from the Students' Union website at www.huddersfieldstudent.com and return it completed ASAP.

For your society to stand out, it is a good idea to make your stand look different to the rest whether you have interactive elements or surround yourselves in balloons. Be imaginative and think what would attract you! Spend any promotional budget wisely and get existing members involved. Who knows what creative skills they might have that you don't yet know about. Only two members of your society are allowed on the Freshers' Fayre stall at any one time, but it is a good idea to operate in shifts as it can be a very long day. Contact the VP Sports & Societies for help with any of your ideas.

Website

Each affiliated society is entitled to have their individual section on the UHSU website. The VP Communications can make changes to the information on your page – contact SU-Comms@hud.ac.uk

Social networking websites

The Students' Union recognises the benefits of social networking such as Facebook & MySpace. However, we reserve the right to monitor any sites set up/or on behalf of a club or society to ensure that content does not breach UHSU policies.

HuddersfieldStudent

Huddersfieldstudent is the SU newspaper run by a team of student volunteers and overseen by the VP Communications. There are 8 editions each year during term time which are distributed free both on and off campus and it is also available to view on-line via the SU website. To request inclusion of an advert/article in the newspaper, contact the Editor at stun-newspapereditor@hud.ac.uk or huddersfieldstudent@hotmail.com. The Editor will be able to give you information on your options and also deadline dates for each edition.

The iZone

The iZone is your space to meet existing members, recruit new members and post messages, put up posters advertising your society events or find useful information. Use the space to advertise your achievements and up and coming events to existing members and to other students. Letting more people know what your society has to offer increases your chances of signing up new members. This year you will find dedicated staff support in this area whose role it is to support you in getting the best out of your society. You can also find out about any training available to boost your skills and recognition for your society involvement to add to your CV. You can also use the iZone to book a display table or hold small society meetings. It's your space – make the most of it.

Plasma Screens

You will see several plasma screens around the SU showing a mixture of live television, video jukebox and SU advertising.

To use this facility specifications are: Landscape, 768 x 578 pixels, 72 dpi, RGB, jpg.

Email to b.scott@hud.ac.uk

Posters & Flyers

In a poster the most you can hope to get across is one simple message. Most people walking past a poster will look at it only for a couple of seconds so keep your information Short/Sharp and Relevant. Keep one message to one poster...too many messages are likely to confuse the reader and quite possibly may have a negative effect. If you are creating flyers and posters it helps to keep them looking similar as it makes a link between the two. For example, this might mean using the same colours, font and images. The only thing you might change is the amount of information and the layout. The Marketing & Design department can help with distribution of posters and flyers around campus.

Photos

The Students' Union are happy to upload your society photographs onto the SU website, Facebook and Flickr. Contact the Graphic Designer on b.scott@hud.ac.uk.