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**Societies Formation Pack 2023/24**

Societies are a fantastic way to do this and we’re really excited that you want to start a brand new one! We want to make setting up a society fun and simple for all students and we are here to help you at every stage of the process.

After finding an initial interest for your society, this Formation Pack is the next step in getting the society up and running! It has been put together to help you plan your society in more detail, thinking about the things your society would like to do and giving you helpful advice along the way. Most importantly, we always like to ensure that this new society will benefit as many students as possible and be a great addition to University life!

Importantly, because of the outbreak of Covid-19, this year will look slightly different in terms of how students can safely meet. When planning your society socials and activities please take into consideration social distancing guidelines and how you intend to run your society if your members cannot meet and interact as they usually would. We want to keep everyone as safe as possible and we know you do too.

By filling out this pack you will have provided information on:

• Who will be running the society

• Your society’s aims for the year

• Confirmation of interest from other students

• The events and activities you plan to run

• The equipment/resources you will need

• How you plan to communicate with new and returning members

The Union are here to answer any questions you may have so please don’t hesitate to get in touch on student.union@leeds-art.ac.uk. We all look forward to working with you – let’s make your society a huge success!

**Your Society**

Each society is to be co-led by a minimum of 2 Society Leaders with the help and support of Assistant Leaders if suitable. These members will be responsible for the management and organisation of the society and will be the main contact for the Union.

***Please note:*** It’s always great to set up a society with a friend or someone on your course so that you have as many students involved in the organisation and running of your society as possible! However, if you only have a Society Leader and one Assistant Leader – don’t worry! We will work with you to make sure you still have the best experience.

**Name of your society:**

**Society leader #1 name:**

**University email address:**

**Society leader #2 name:**

**University email address:**

**Assistant leader name [optional]:**

**University email address:**

**Society Aims**

Please outline what the aim of your society will be. Do you have a specific focus for your society? Why might students want to join?

**Events & Activities**

So we can help you get your society up and running and attract new members, we think it would be useful to know what exciting plans you have in mind! Having an idea of when, where and how often your society will meet could make all the difference to your attendance. For example, during the working week (Monday - Friday) most students are free during their lunch hour (12-1pm) or at the end of the day (4pm onwards), so you may want to plan your meetings around those times to guarantee the most amount of people will be free.

A regular meeting is important as it will keep new and returning members engaged and excited about your society. It also means that the Union can support you as much as possible by promoting your meetings often; so that all students can be made aware of your society and it’s as accessible as possible. This increases the opportunity for new members to join and encourages regular attendance at your meetups.

**Proposed day and time for meetings:**

Please give details of the activities and events that you wish to plan for your society. This could include: meetings, activities and events that your society would like to plan or socials for your members, anything goes!

**What would you like to plan between October to December?**

**What would you like to plan between January to April?**

**Membership & Materials**

If the focus of your society is based around doing, playing, eating or making something then it’s likely that for each meeting you will need to provide resources to do this. For example, Book Club meets to discuss their latest read, Stitch & Bitch run workshops on sewing and crafting. If your society requires materials, equipment, training courts or pitches for sporting activities or anything else, the Union staff are here to help you arrange this.

Your society should try to be as sustainable as possible so if you’re able to reuse your resources more than once, that’s great! Any equipment the Union purchases for your society will be yours to use for the year but please note, all purchases still belong to the Union and should be returned before you leave for the summer to allow items to be kept safe for the next year.

Once you know what resources you need to run your society, you may need to charge a membership for your society or charge a small amount for each meeting. If your society requires new materials or equipment every week or a regular space booking with an external venue, then you may need to charge a membership fee so you can provide this.

All the details around memberships will be discussed with the Union staff after you have completed this formation pack. There's nothing you need to do right now other than answering the question below!

**What materials/equipment/resources will your society need, if any?**

**Society Communication**

Communication is the most important way to let students know about your new society and to get as many people involved as possible. For all events and activities throughout the year, the Union will always run a planned schedule of advertising across email, social media, eStudio announcements, website pages, posters, roll banners and face to face promotion.

All societies can request specialist social media and email accounts that are created by the Union staff and can be used to promote everything you do. Each society will communicate differently depending on what your preferred method is! You may be a Facebook and Instagram wiz or a pro at newsletters and emails, however you choose to communicate with your members, make sure it’s as inclusive and accessible as possible!

Any society social media account must be set up with the Union staff to ensure online safety and professional conduct but don’t forget, not all students are on social media!

**How do you plan to promote your society and keep your members in the loop and engaged? How will you modify this to reach those without social media?**

**Would you like a society email address? [Yes/No]**

**Would you like a society social media account, if yes, what is your preferred platform?**

**Your Society Members**

When setting up a society, it’s a good idea to find initial interest from your fellow students! It's always great when a group of your friends is in support of your new society but if you wish to, please feel free to ask around University to other students to see if they would be interested in joining too!

This is a really important part of setting up a society. We want your society to be a huge success so make sure you tell as many students as possible - go out and spread the word!

**We would like to join your society! Please include the name and course of each student who supports your new society and would like to join.**

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| **Full Name** | **Student email (if known)** | **Course** |
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**Please email your completed pack to** [**student.union@leeds-art.ac.uk**](mailto:student.union@leeds-art.ac.uk)