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**Royal Holloway Students’ union**

**Ratification proposal form**

**name of proposed group**:

**Aims of proposed group (*what is your core purpose and what are your aims)***:

Core Purpose:

* aim 1
* aim 2
* aim 3

**Committee structure of proposed group (*provide a brief description about their role within the group)***:

e.g.

* **President** -brief job description
* **Secretary/Vice-Pres. -** brief job description
* **Treasurer**  brief job description

You are more than welcome to have more positions but these are the three that MUST be filled.

**Events, trainings, meetings:**

Clubs and societies usually have weekly trainings and meetings involving their core purpose. Describe here your proposed regular activities and events – this will be different for every club and society.

E.G.

**Club ideas:**

* Training sessions, how often, when, where, facilities and equipment required, coaches?
* Joining BUCS/LUSL leagues and cups, any other competitions?
* Regular socials, formal dinners, charity and volunteering events?

**Society ideas:**

* Regular social events? Academic lectures? Cultural events?
* Larger “1-off” formal dinners? Excursions? Multi-uni events? Theatre productions?
* Charity fundraising events? Volunteering? Careers/skills based opportunities?

**Budget estimates**:

Every club and society has a number of overheads and costs which are part of the core purposes of the student group. For example, transport to games and events. Pitch and room bookings, equipment or items that are relevant to the core purpose.

These costs are balanced out by a group’s membership prices which are often supported by fundraising. Groups are not a business, therefore are not looking to make surplus upon surplus ever year. However, they must be in control of their cash flow so that they are not going into debt.

**Estimate your group’s main costs and an estimate at membership prices:**

**Value for money**:

What are the benefits for the members of your student group? E.g. Football and Rugby have access to a state of the art 3G. Ballroom & Latin have access to a top class coach who takes weekly sessions.

**Advertising and communication**:

How do you plan on communicating regularly with your members? What methods or facilities do you plan on using to maximise your club/society’s awareness around campus?

E.g. posters, Facebook group, emails, logo on T-Shirts, events on the SU Events Guide etc. …?

**Development**:

Briefly discuss where you’d like to see your club or society next year, or a few years down the line? What do you plan to achieve, any long term goals?

What skills or opportunities do you plan on giving your members to increase their personal development of skills, e.g. offering leadership via referee/umpiring courses, offering company recruitment talks for careers?

**Contact details**:

**Name:**

**Email:**

**Year:**