

The image features a series of horizontal bars in teal and pink, arranged in a staggered, overlapping fashion. A prominent yellow rectangular box is centered horizontally, containing the text 'Student Group Essentials' in a bold, black, sans-serif font. The background is a light, textured off-white color.

Student Group Essentials

OBJECTIVES OF THE SESSION

- To understand what processes are in place to be able to run your group
- To prepare yourself for the year ahead
- To understand how you can communicate with the Student Opportunities team and with your members
- To set you up with the information that you need for a successful year!



MEET THE TEAM



JULIA SAUNDERS
Student Opportunities
Manager



ISSY TRAPNELL HOYLE
Societies Coordinator



LIAM MOORE
Sports Club Coordinator



KASIA GYBULARZ
Student Opportunities
Project Coordinator

Student Opportunities Admin Assistants

MEET THE TEAM



DAVID GALLARDO GONZALEZ
Outgoing Vice President
Societies and Sport



NATHAN LINDE
Incoming Vice President
Societies and Sport



GOVERNANCE AND DEMOCRACY

Constitutions, By-Elections and Co-options

- Very important
- Sets out a lot of rules
- President and committees responsibility
- How to change your constitution
- Co-Options
- By-Elections
- AGMs/GMs



Code of Conduct

- Available on your google drive
- To be signed by your committee over the summer
- To be shared with your members



Your first committee meeting

- Risk Assessments
- Constitutional Changes
- Code of Conduct
- Budget Forms
- Co-Options
- Plan for the upcoming year



ADMIN

HOW WE'LL CONTACT YOU

EMAILS

NEWSLETTER

VPSOCSPORT
SOCIAL MEDIA

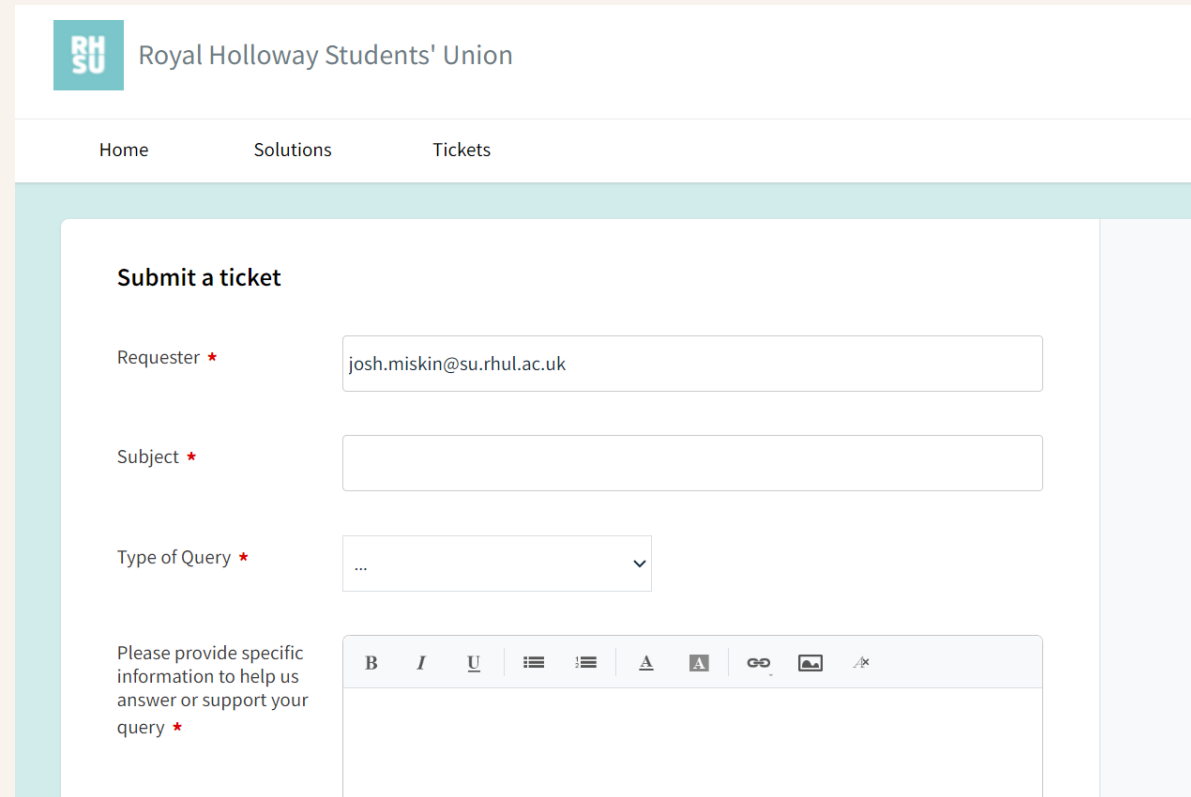
STUDENT LEADER CONFERENCE

CONTACTING US

Freshdesk

Student Opportunities

Drop Ins



The screenshot shows the 'Submit a ticket' form on the Royal Holloway Students' Union website. The form includes the following fields:

- Requester ***: A text input field containing the email address `josh.miskin@su.rhul.ac.uk`.
- Subject ***: An empty text input field.
- Type of Query ***: A dropdown menu with a downward arrow and three dots, indicating a list of query categories.
- Message Body**: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, and a slash icon. Below the toolbar is a large text area for the message content.

Below the form, there is a note: "Please provide specific information to help us answer or support your query *".

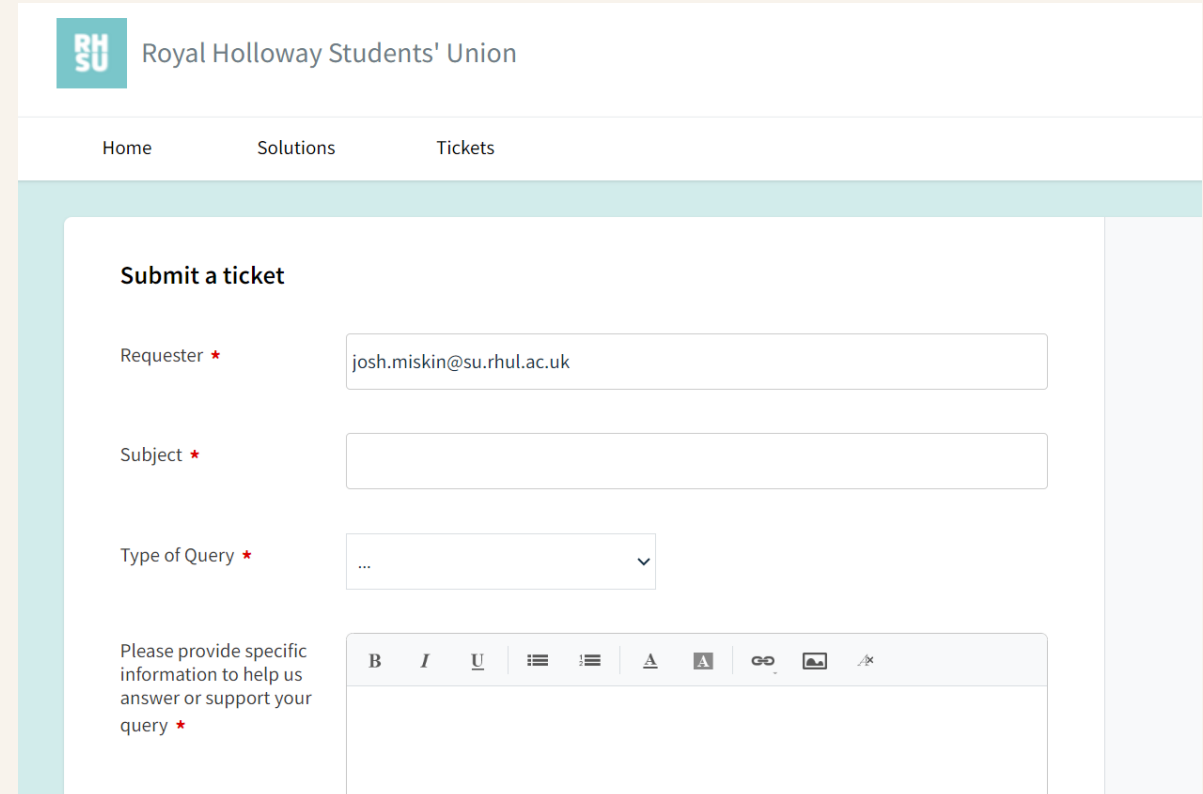


FRESHDESK

Check out the solution articles

Freshdesk Solution Articles

[Freshdesk](#)



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- Subject ***: An empty text input field.
- Type of Query ***: A dropdown menu with a downward arrow and the text '...'.
- Please provide specific information to help us answer or support your query ***: A rich text editor area with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Text Color, Background Color, Link, and Unlink.

WEBSITE

- Your committee will be listed on the website
- You will have admin access to your page
- Edit your webpages
- Check out your membership lists

ADMIN TOOLS

[Go to home page](#)



Edit Details



Messages



Members



Groups



Polls



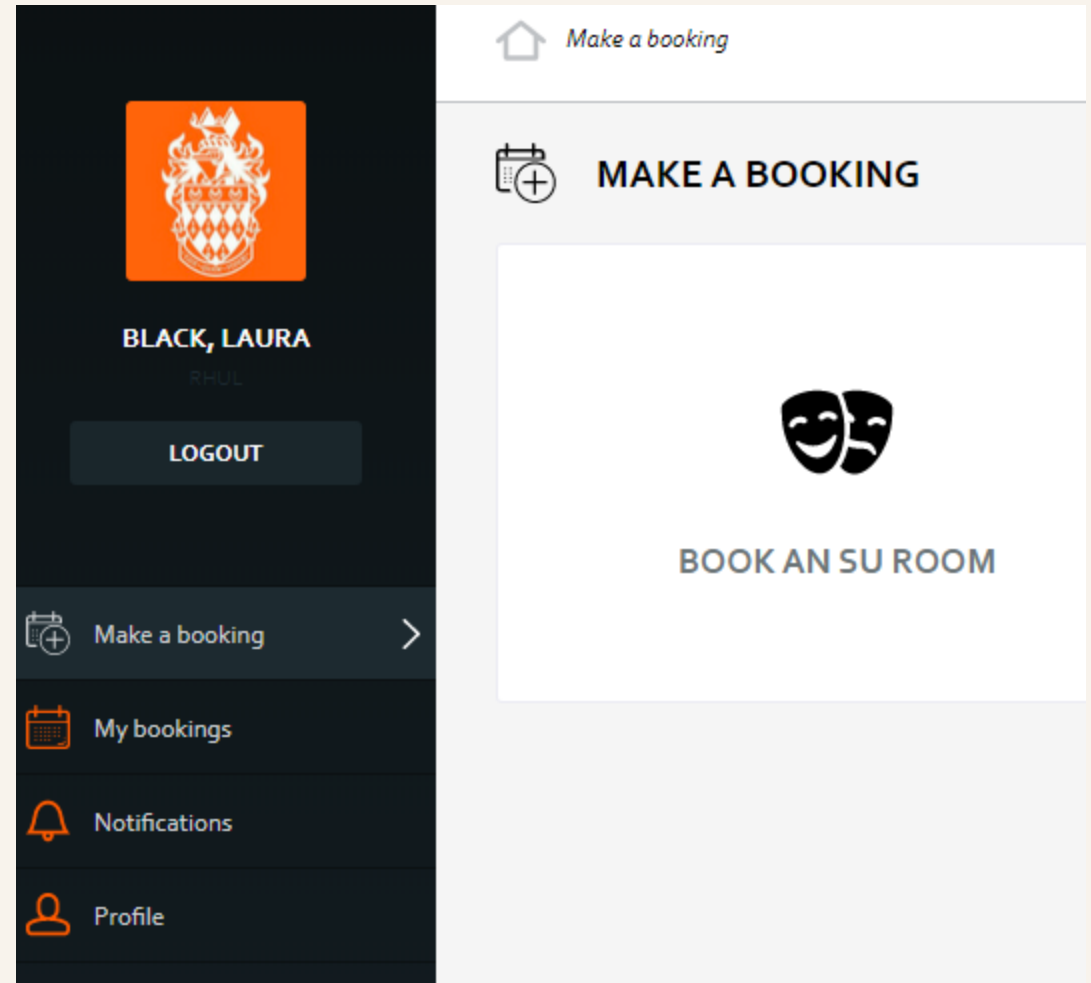
Sales Reports



Activities

ROOM BOOKINGS

- Limited daytime availability
- Weekday evenings 6pm-10pm
- Easy to use
- Subject to change



EMAILS AND THE GOOGLE DRIVE

- `groupname@royalholloway.su`
- GOOGLE DRIVE!



FINANCES

TREASURER TRAINING

- Treasurer responsibilities
- Spending money
- Making money
- Student Group Funding
- Setting membership prices



UNDERSTANDING YOUR FINANCES

- Treasurer responsibilities
- Spending money
- Making money
- Student Group Funding
- Setting membership prices

RESTRICTED
Membership money
Relates to Core
Purpose

SOCIAL
Any social activity

TRANSPORT/OTHER
Funds for a specific
event or subsection
of your society Clubs
use it for transport to
fixtures

GRANT
Money from Student
Group Funding

STUDENT GROUP GRANT FUNDING

STAGES OF GROUP GRANT FUNDING

Phase one – Summer
Funding (Jul/Aug)

Phase Two – Support
Funding (Nov/Dec)

Term 2
Development Funding

New Group Funding
(Ongoing)

Competition Funding
(Ongoing)

Off Campus Group Funding
(Ongoing)

SUMMER FUNDING

No Risk
£0

Low Risk
£150

Medium Risk
£250

High Risk
£500

Risk status assessed on the following factors:

1. Current financial status – how healthy is the student group’s account and are they at risk of going into deficit?
2. Cost of core activity – is the cost of their core activity high and do they have essential purchases coming up that may be before receiving income from memberships?
3. Stability of the group – is the student group in a good position to operate in term one or are they likely to struggle?

High risk groups must meet with the Student Opportunities team and put a plan in place

EVENTS



What is a General Risk Assessment?

- Covers your regular activity
- Weekly meetings, rehearsals, training sessions
- Unless additional element to event
- Template on Google Drive
- Let us know associated rooms booked
- MUST BE COMPLETED TO BE AN ACTIVE GROUP**



Event Processes and Policies

- Minimum of 2 weeks notice
- Guest Speakers - 4 weeks notice
- Trips - 6 weeks notice
- Natasha's Law



Facilities on Campus



On campus facilities are managed by the ALS team

Important to know:

Be respectful of staff and equipment

Make bookings via the SU

Societies - cannot be paid for from your restricted account



WHAT'S NEXT?



WHAT'S NEXT FOR YOU ?

- Sign your Committee Expectations document – email over summer
- Sign up for a meeting with us
- Check your constitutions
- Sign your code of conduct
- Update your website content
- Complete your General Risk Assessment (GRA)



Student Opportunities Team

- Freshdesk
 - www.rhsu.freshdesk.com
 - Submit a ticket on Freshdesk
- Drop-Ins at the SU
 - Monday 14:30-16:00
 - Thursday 10:00-11.30



THANK YOU

Questions?



EDI AND FEEDBACK FORM

Equality and Diversity Monitoring
Form 2025/26

