



# Student Group Essentials

# Housekeeping

- Questions
- Feedback form
- Attendance registration



# 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
- Knowing key dates and things to be aware of over the next few months
- 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**



**WILL HARRINGTON**  
**Sports Club Coordinator**



**KASIA CYBULARZ**  
**Student Opportunities**  
**Project Coordinator**

**Student Opportunities Admin Assistants**

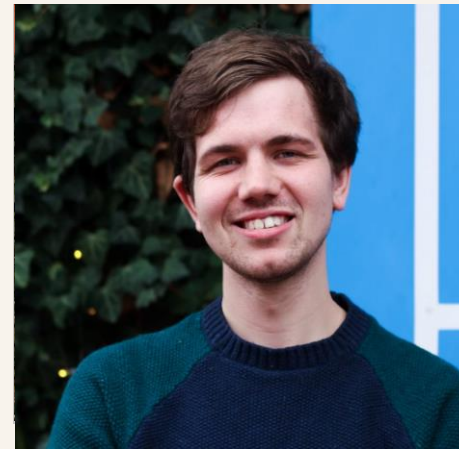
# MEET THE TEAM



**BANA ASQALAN**  
**Outgoing Vice President**  
**Societies and Sport**



**DAVID GALLARDO GONZALEZ**  
**Incoming Vice President**  
**Societies and Sport**



**RORY FORD**  
**Helpdesk Coordinator**

**HELPDESK ASSISTANTS**



# **SUMMER 25**

# **WHAT TO EXPECT**

# KEY DATES FOR THE SUMMER

Induction to Committee  
Email updating on  
Summer Admin tasks

**10 June**

Google passwords shared  
with new committee

**1 July**

Governance documents  
shared on Google Drive

Opps Newsletter:  
Key dates and processes

Opps Newsletter:  
Term 1 Info

**5 Aug**

Deadline to complete  
Governance Docs &  
Summer Admin Checklist

**17 Aug**

Memberships Live

**8 Sept**

**STUDENT LEADER CONFERENCE**



# **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**



**TEAMS CHANNELS**



**VPSOCSPORT  
SOCIAL MEDIA**



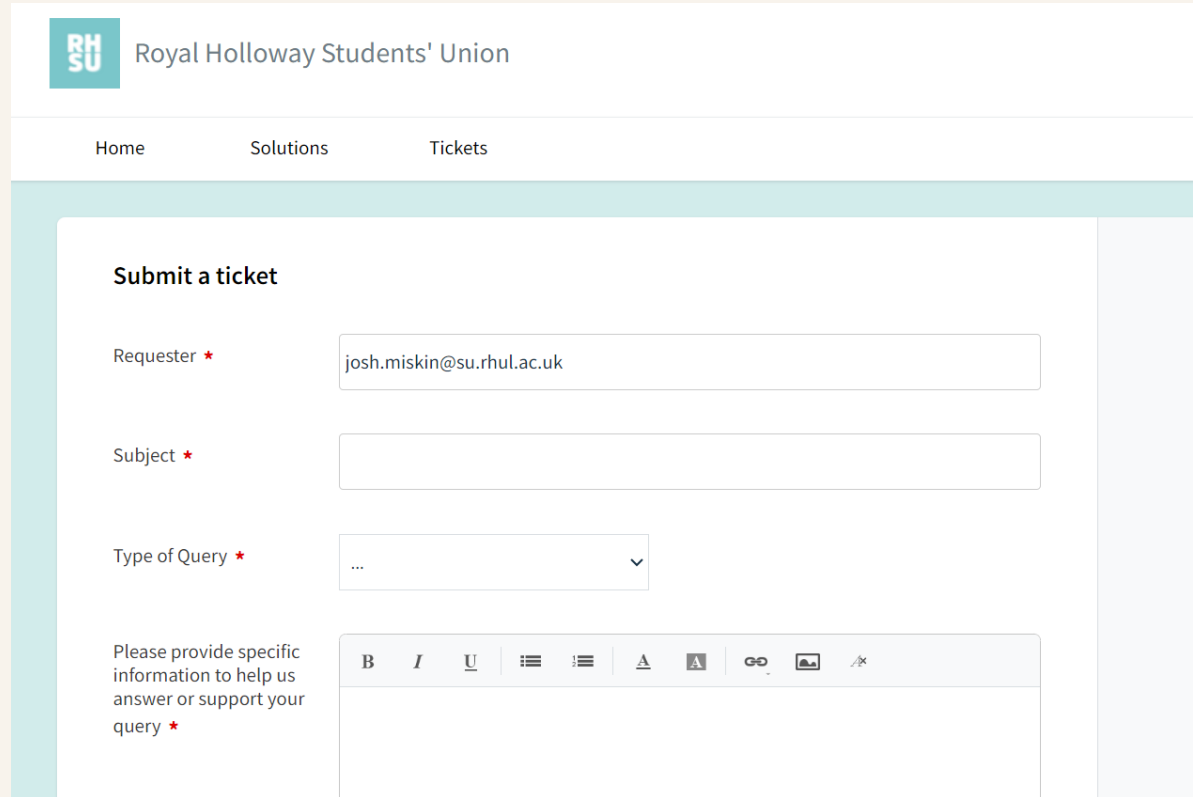
**STUDENT LEADER CONFERENCE**

# CONTACTING US

Freshdesk

Student Opportunities

Drop Ins



The screenshot shows the 'Submit a ticket' form on the Royal Holloway Students' Union Freshdesk portal. The header includes the RH SU logo and the text 'Royal Holloway Students' Union'. Below the header is a navigation bar with 'Home', 'Solutions', and 'Tickets' links. The main content area is titled 'Submit a ticket' and contains the following fields:

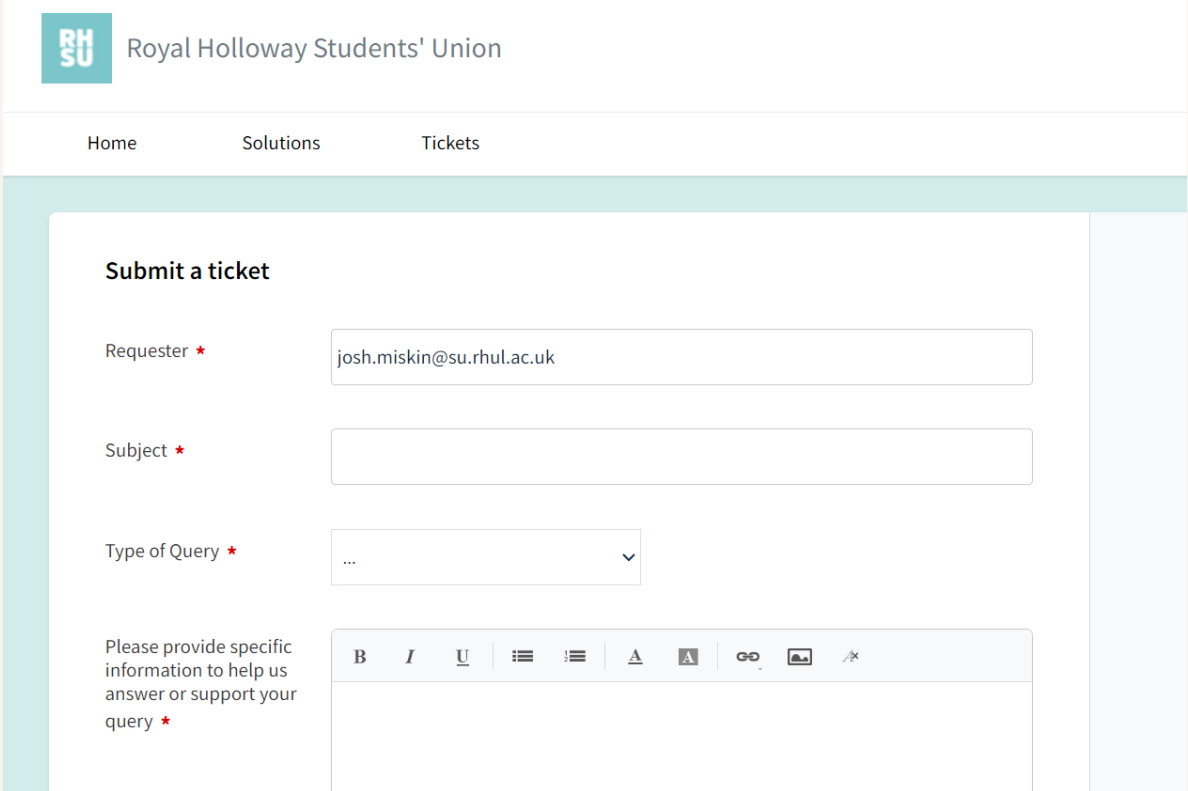
- Requester \***: A text input field containing the email address 'josh.miskin@su.rhul.ac.uk'.
- Subject \***: An empty text input field.
- Type of Query \***: A dropdown menu with a downward arrow and the text '...'.
- Description \***: A text area with a rich text editor toolbar above it. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, and other formatting options. The text area contains the placeholder text: 'Please provide specific information to help us answer or support your query \*'.

# FRESHDESK

Check out the solution articles

Freshdesk Solution Articles

[Freshdesk](#)



The screenshot shows the 'Submit a ticket' form on the Royal Holloway Students' Union Freshdesk page. The header includes the RH SU logo and the text 'Royal Holloway Students' Union'. Below the header is a navigation bar with links for 'Home', 'Solutions', and 'Tickets'. The main content area is titled 'Submit a ticket' and contains 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 the text '...'.
- Please provide specific information to help us answer or support your query \***: A text area with a rich text editor toolbar above it. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, and other formatting options.

# 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

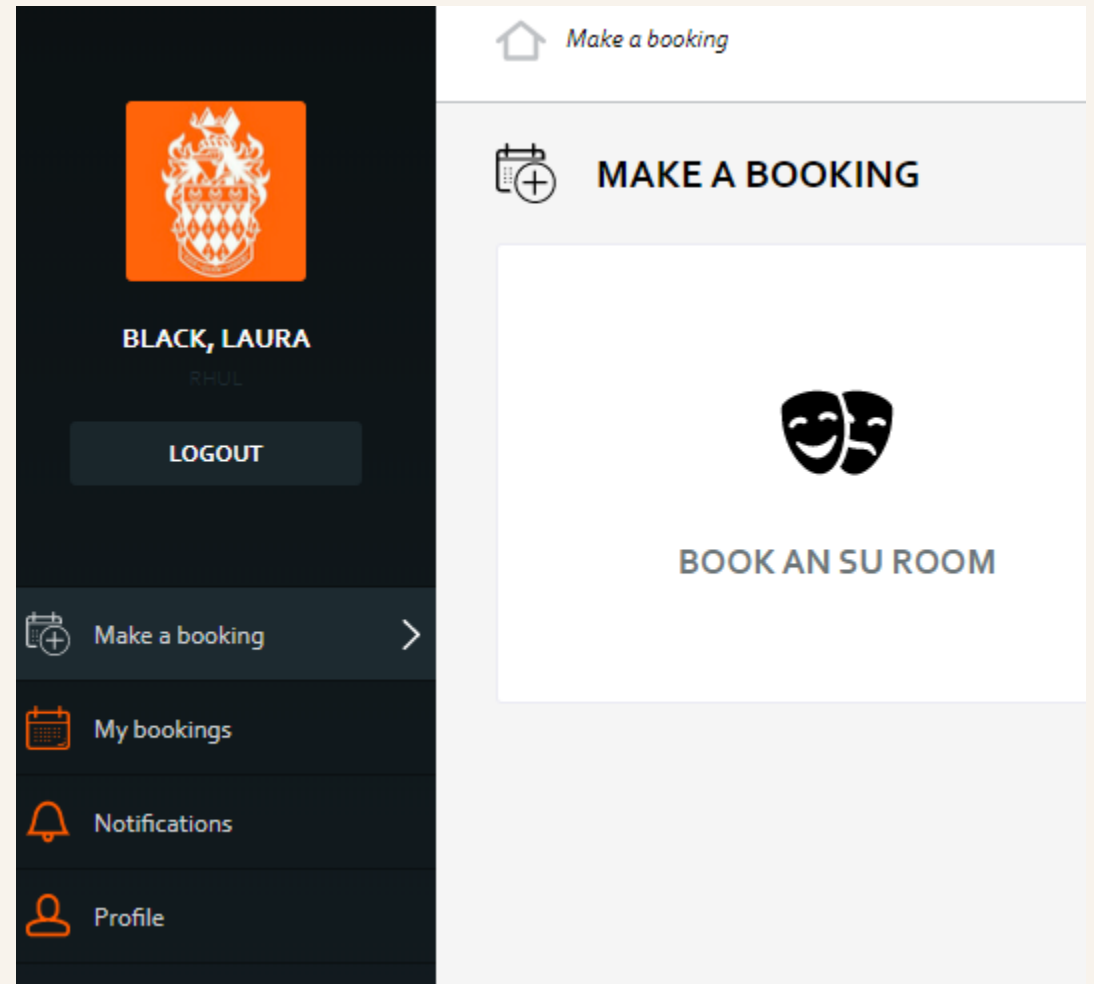


Activities



# ROOM BOOKINGS

- 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



**RESTRICTED**  
Membership money  
Relates to Core  
Purpose

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

**SOCIAL**  
Any social activity

**GRANT**  
Money from Student  
Group Funding

# UNDERSTANDING YOUR FINANCES

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



# **STUDENT GROUP GRANT FUNDING**

# STAGES 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  
£50

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



# Event Processes and Policies

- Event and Fundraising Session and the Intro to SU Venues sessions
- Guest Speakers - 4 weeks notice
- Trips – 6 weeks notice
- Natasha's Law



# 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
- Update by 18 August
- Needs to be completed to attend Freshers Fair



# 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

Cannot be paid for from your restricted account



# WHAT'S NEXT?



# WHAT'S NEXT FOR YOU ?

- Sign up for a meeting with us
- Check your constitutions
- Sign your code of conduct
- Update your website content
- Update your General Risk Assessment (GRA)
- Complete your Summer Admin Checklist and set your membership price



# Student Opportunities Team

- Freshdesk
  - [www.rhsu.freshdesk.com](http://www.rhsu.freshdesk.com)
  - Submit a ticket on Freshdesk
- Drop-Ins at the SU
  - Monday 14:30-16:00
  - Thursday 10:00-11.30
- Wellbeing Drop-Ins
  - The last Thursday of the month 13:00-14:00



# THANK YOU

## Questions?

Please complete this  
form to give us your  
feedback on the  
session

