

Guide To Administration

2023-2024

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# Introduction

Here in UCC Societies we aim to enhance the cultural, creative, social, political and intellectual student experience. Joining a society will help you meet like-minded people and build friendships for life, as well as learning new skills and having great experiences. UCC is home to over 100 Societies, there is something for every student – first year, final year, postgrad and mature students alike!

UCC Societies have contributed over €700,000 to charity in the last five years with community engagement both locally and internationally growing year on year. UCC Societies are very successful at the BICS (Board of Irish College Societies) awards each year, in 2023 alone we took home 4 awards including Best Society in a Large College nationally.

UCC Societies have a dedicated Clubs and Societies space in the Hub on main campus where you can find computers free to use, workspace for laptop use, societies office printing and laminating facilities, chill out space and least, but not last, your societies admin team and Societies Officer. We also have a fully electric society van which is available for use by authorised personnel.

The UCC Societies Strategic Plan 2023-2027 was developed to align with that of the University. The 5 pillars are: 1. Sustainability, 2. Student Success and Well-being, 3. Civic, External and Global Engagement, 4. Societies and The UCC Community, 5. PR and Marketing. These pillars aim to support Societies’ development and growth and aim to give students a framework for planning and action.

# Societies Guild & Societies Executive

The Societies Guild is a term used to refer to all Societies as a collective and is comprised

of all members of the Societies Executive and each Society Chairperson, so in essence,

the Societies’ Senate is a meeting of the Societies Guild.

**Repping Groups**

Our Societies are divided into eight representative groups as follows:

* Arts, Cultural & Debating
* Political & Activism
* Social
* SEFS (Science, Engineering, & Food Science)
* Medical & Health
* Charitable & Religious
* Creative
* Business & Law

The Societies Executive consists of students who are democratically elected by the

Societies Guild at the end of each academic year. The Executive represents the

Societies Guild and aids in their development by guiding, providing support and assisting

societies in their activities. It consists of the following members:

* The elected Societies President. The President is elected into this full-time position for a
* period of one year.
* Finance Officer
* Six ‘ordinary committee members’ who are assigned portfolios by the President. The portfolios that can be assigned are as follows:
  + Training
  + Secretary
  + Public Relations Officer
  + Events Officer
  + Welfare Officer
  + New Societies Officer
* Each of these OCM’s will also take ownership of one of the following areas:
  + Education
  + Sustainability
  + Development
  + Engagement
  + Awards
  + Accessibility

A Representative from the Students’ Union will always sit on the Societies Executive committee. The work of our two organisations involves a lot of crossover & collaboration so it is important to keep a clear line of communication.

The Executive acts as a support network for you over the course of the year- never be afraid to reach out to them for help. Each member of the Executive, aside from the President, who is constitutionally Ex-Officio (meaning they do not have to be elected but are given a place by virtue of their role) on all society committees, also oversees one of the 7 repping groups.

# Societies Office

The societies office provides support for the running of the Societies Guild.

The office, Societies Officer, Societies Executive Assistant and President reside on the 1st Floor of the Student Hub, in the Clubs and Societies Space (up the red stairs in the main atrium of the building). This space is accessible from 9:15 - 5PM Monday - Friday.

The Clubs and Societies Space rules are as follows:

**Use of Space**

* Smoking and the use of e-cigarettes is prohibited in the building and in the immediate area outside the Societies and Clubs space.
* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.

Refrain from reserving spaces in the space. This is a communal area.

**Conduct within Space**

Students can expect:

* A space conducive to Societies and Clubs Committee work/ collaboration and networking.
* A safe environment that meets acceptable standards of health, safety and cleanliness.
* Their needs to be addressed regardless of gender, disability, religion, race, age, marital or family status or sexual preference.
* To participate fully in University activities without fear and free from discrimination.
* To be treated with courtesy and respect in an environment free from harassment and abuse of power.

The Societies and Clubs Office can expect Students:

* To treat all staff and fellow students with courtesy and respect without regard to gender, disability, religion, race, age, marital or family status or sexual preference.
* Not to harass or discriminate against staff or other students.
* To immediately advise appropriate staff if they have concerns for their personal safety.
* To adhere to the highest ethical standards in language and behaviour.
* To adhere to all general and academic rules, regulations and Codes of Practice as set down in University publications.
* To behave in a friendly and orderly manner.
* To be sensitive to the needs of others and consider the good reputation of the University.

**Sanctions for breaching Space Rules:**

For the following rules, the three strike process as outlined below is applicable:

* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.

**Three strike process:**

First Strike: Written Warning to individual

Second Strike: Written Warning to individual and relevant club/society

Third Strike: Individual banned from the space for the remainder of the semester

**Remaining space rules:**

Reservation of Spaces:

* Verbal Warning and asked to leave for the rest of the day

Printing of non-relevant documents:

* The individual will be charged the printing costs and will be restricted entry to the space for a two week period

Breaching code of conduct will not be tolerated. Implications of breaching the code will be at the discretion of the relevant executive.

**Computers**

There are computers in the societies office workspace which are free to use for clubs and societies committee members carrying out society related work.

How to log onto the computers:

* Username: UCC Societies Guild
* Password: UCCStudent
* Alternatively you can log in using your student credentials.
* Please remember to log out and clear web data when finished.

**Scanners**

Most societies have a dedicated scanner to scan student cards when

1) signing up a new member or

2) to gauge attendance at an event.

These are stored in each society’s pigeonhole in the societies office. If your society does not have a dedicated scanner or you require more than one, there are spare scanners available to book from the societies office.

**Meeting Room**

The Student Life Meeting room is located on the third floor of The Hub and is available to book for meetings. It has a capacity of 20 people. It cannot be booked for recurring bookings and like the societies office, it is a non-eating space. Please place a request through the societies portal to book this space.

**Zoom Meeting Links**

The societies guild pays for premium zoom subscriptions for you. Zoom meeting links are available from the Societies President. Please email the following information to p[resident@uccsocieties.ie](mailto:president@uccsocieties.ie) to request the Zoom link:

* Date and time of the meeting
* Purpose of the meeting

**Printing**

Societies can request printing for society events through email to [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie). The office also houses a laminator and guillotine if required. Posters must be checked and stamped by a member of the societies office team to ensure they meet the UCC postering guidelines and are subsequently stamped to confirm they conform. Posters can only be displayed on the designated poster boards around campus and will be removed from the notice boards after the date of the event has passed.

For sustainability reasons we suggest that, where possible, societies use our digital screens to advertise events. To avail of this service, simply email a PDF/jpeg of your event poster to [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie) where the team will happily assist in adding them to the digital screens.

**Postage and Deliveries**

Every society has a pigeonhole in the workspace in the Clubs and Societies space. It is important that you check your post regularly so that you don’t miss out on any correspondence. There is a sign next to the pigeonholes that will direct societies to which one belongs to them.

If you are getting a larger package shipped to The Hub, you will be emailed by the office staff when it arrives. It is extremely important that any large packages are collected within 24 hours, as the societies office is not a storage space. A build-up of packages very easily happens and this is a fire hazard.

If you need to get something delivered to the office the address is The postal address for all societies is:

XXXXX Society,

Clubs and Societies Office,

First Floor,

The Hub,

University College Cork,

College Road,

Cork, Ireland.

T12 YF78

If you wish to post a letter on behalf of your society please bring the letter to the societies office where we can post the letter for you.

# Useful Contacts

**Societies Office**

Email: [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie)

Phone: 021-4902475 (Mon-Fri, 9:15 - 1, 2 - 5)

**Societies Officer**

Email: [societiesofficer@uccsocieties.ie](mailto:societiesofficer@uccsocieties.ie)

**Societies President**

Email: p[resident@uccsocieties.ie](mailto:president@uccsocieties.ie)

Phone No: 021-4904823 (Mon-Fri, 9 - 5)

**Societies Executive**

| **Role** | **Email** |
| --- | --- |
| President | p[resident@uccsocieties.ie](mailto:president@uccsocieties.ie) |
| Vice President | [vp@uccsocieties.ie](mailto:vp@uccsocieties.ie) |
| Secretary and Sustainability | [secretary@uccsocieties.ie](mailto:secretary@uccsocieties.ie) |
| Finance & Sponsorship Officer | finance@uccsocieites.ie |
| Public Relations & Development | [pro@uccsocieties.ie](mailto:pro@uccsocieties.ie) |
| Trainings and Education | [trainings](https://docs.google.com/document/d/1yqoceZA20D89ApjMMOOA1HoPOthYOslAQ8k-rdxafSs/edit#heading=h.koroov5rak9f)[@uccsocieties.ie](mailto:pro@uccsocieties.ie) |
| Events & Engagement | [events@uccsocieties.ie](mailto:events@uccsocieties.ie) |
| Welfare & Accessibility | [welare@uccsocieties.ie](mailto:welare@uccsocieties.ie) |
| New Societies and Awards | newsocieties[@uccsocieties.ie](mailto:development@uccsocieties.ie) |

# List of Societies

A full list of all UCC Societies and their contact email addresses can be found [here.](https://www.ucc.ie/en/societies/allsocieties/)

# Societies Portal 101

## **Logging In**

The UCC Societies Portal (<https://socsportal.ucc.ie/>) is your ‘one-stop-shop’ for all things relating to societies administration. To login, enter your student number and password (i.e. the same login process for canvas or the library). You must be registered as a committee member for your society to gain access to your society’s dashboard. If you cannot login, email the office at admin@uccsocieties.ie with your name, student number and the committee position of the society you are on and the office staff will add you as a member.

### 

## **Navigating the Dashboard**

Your society dashboard is the one stop shop for all society administrative activity. You will notice that the dashboard is split into sections – Finance, Notifications, Room Booking, Equipment Booking, Events and Fixtures, Help & Resources and Membership. These areas are your tools for undertaking society tasks, and all official tasks that the society needs to engage with the office should be submitted through the different sections on the portal.

The most commonly used sections on the dashboard are outlined below:

## **Finance**

Societies do not have direct access to their bank account, this is managed by the societies office, however the societies portal is a direct reflection of the bank account. Finance officers are expected to monitor the portal and record income and expenditure accurately. Bank statements can be requested at any time by emailing your request to admin@uccsocieties.ie. The finance officer should provide regular updates on the financial position of the society at committee meetings. The finance officer in conjunction with the rest of the committee should compile the budget at the beginning of the year and ensure that funding requests are submitted in ample time for approved budget items.

The finance section has 7 key links:

1. **Request Inbox**

All of your submitted funding requests can be found in this tab. Status of the request can be checked on the far right. Your request will be set to Lodged, Approved, Pending or Denied by the finance committee. Updates on your requests can be found in the Notifications section.

1. **Request Funding**

This tab allows you to submit funding requests for review by the Finance Committee. Once correctly submitted, your request will appear in the ‘Request Inbox’ where the finance committee will then review it. A funding request must be made at least two weeks prior to the date you plan on spending the money. Once the request is lodged you can then put in an *expenditure request.*

1. **Income**

This is a log of all income that is currently in your bank account. Income does not automatically sync with the bank. If you are aware of income being deposited to your society bank account, *you* must **manually** input this in Income with full details. It is the society’s responsibility to input any known lodgements to the bank in the Income section.

1. **Expenditure**

A log of all payments the society makes. Here, you may view previous payments and submit payment requests. **You must have the correct payee details and valid legible receipts to submit payment requests for processing by the Office.** Updates on your requests can be found in Notifications. You don’t need to manually input your expenditure items. You will have lodged your expenditure/ funding requests to the portal . Once these are approved and paid they are automatically added to your portal accounts as expenditure. The Society payments policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/).

1. **Bank Account**

Your Society’s IBAN, BIC and current year’s opening balance can be located under this tab.

1. **Inter-Society Transfers**

Requests to make a bank transfer to another UCC Society can be submitted under this tab. Transfer between societies must always be submitted using this tab. You cannot request an inter-society transfer through the expenditure tab. Updates on your requests can be found in notifications.

1. **Finance Summary Report**

Your balance sheet of the bank account for the current academic year. Balance (Total Income < Completed Expenditure) excluding unreconciled cheque/payments issued is the figure that is currently in your bank account. This will be updated by the office throughout the year, as with the income tab, it does not automatically sync with your society bank account. It is recommended that the finance officer for each society reconcile their society account at the end of every month. The societies office will also complete a monthly reconciliation to ensure financial record keeping is accurate.

## **Events & Fixtures**

**Events Wall**

All events need to be added to the events wall. This helps to advertise your event and is required for health and safety purposes. It also allows the Societies Executive to monitor the number of events held throughout the year. To add an event to the events wall, simply select “Add Event” under the Events and Fixtures tab on the portal. Complete the required information regarding the title/type of event, the date and time, whether it’s repeating or not and select save. This will automatically upload your event to the events wall and it will now be visible on the website.

**Sign Up Events**

You can add events to this section where knowledge of the number of attendees is required prior to the event. The option to limit the event to a certain number of people is also available. This can be useful if your venue can only hold a certain number of people or if you require numbers in advance for catering purposes etc.

**Sign Up Events Today**

This section gives you the option of adding people to an event that requires a pre-sign up on the day of the event. This can be done in real time as people enter the venue for the event. This option may be required if attendees had to be registered for health and safety purposes prior to the event. It also acts as a way of monitoring the number of people entering the venue.

**Attendance**

Attendance allows you to log who has attended in person events retrospectively. This is required so you can gauge the number of people attending your events and monitor what events are most successful, which days are most popular and if attendance increases during the year hence aiding you in planning for future events.

### 

## **Membership**

1. **Committee**

Details of your entire committee for the academic year should be input here. If they are not, these individuals cannot access the portal. (All committee members should be able to access the committee portal for the academic year for which they are elected) **Note**: At the end of the year, the outgoing committee should add the new committee members as “incoming for next year”.

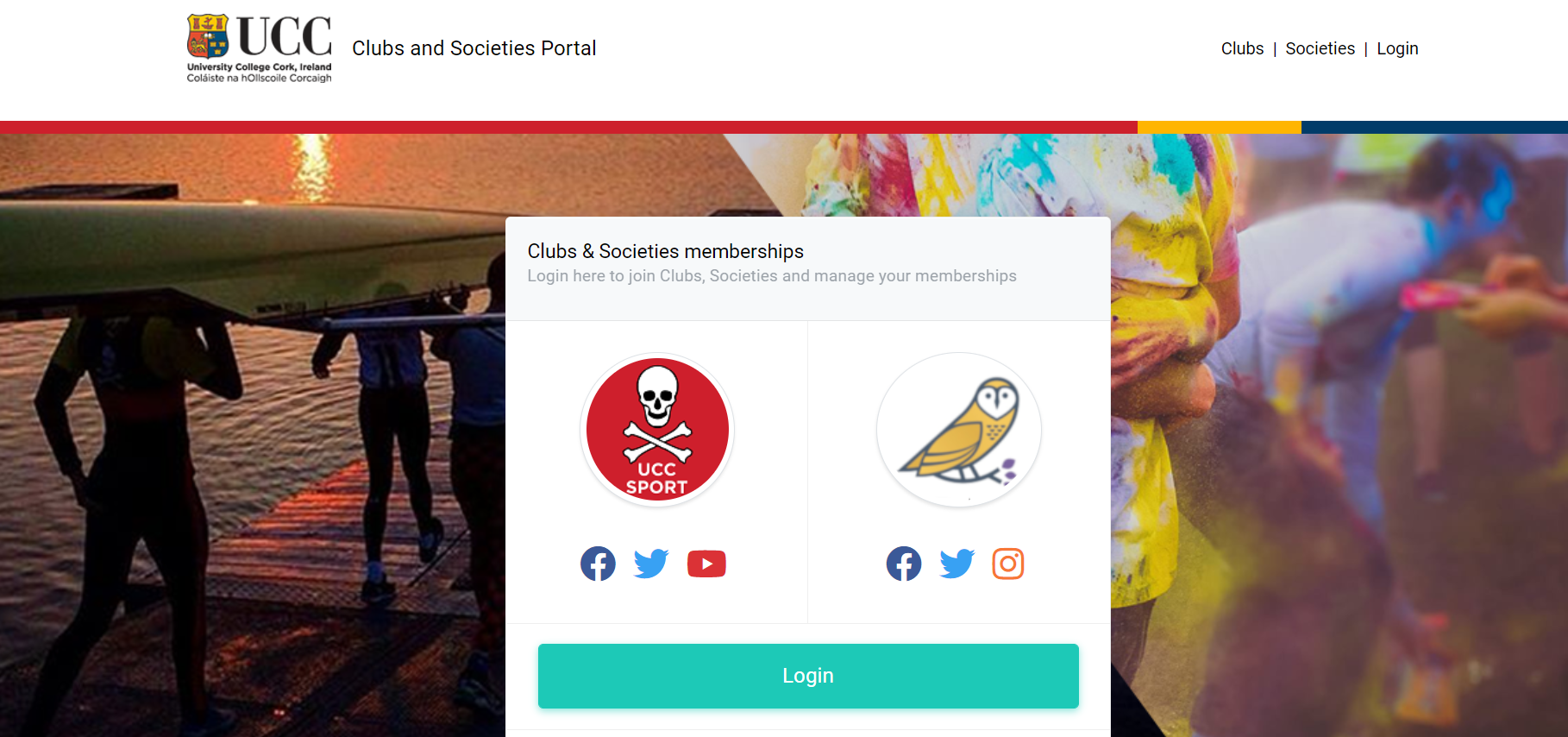
1. **Membership List**

A full list of students who have signed up to your society.

1. **Add Members**

This includes a function to add students by their UCC Student numbers to your membership list, either by the number of the student or by scanning their student card using a card scanner.

New members can also sign up themselves via the Clubs and Socs portal which can be found [here](https://candsportal.ucc.ie/). It is handy to link this portal to your social media pages and your posters so that new members can easily register for your society.



Students can log in using their student number and password. Once logged in they can join a society, view calendar events for any society they have joined, register attendance and add or remove themselves from a mailing list.

1. **Remove members**

Search for student numbers you wish to remove from your membership list. It is vital that if a student requests to be removed from a society that they are removed immediately in respect of their wishes.

## 

## **Room /Equipment Booking**

**Book a room**

Allows you to book a room free of charge for a society event. Please note all bookings must be submitted at least 48 hours before the event start date to be processed. You should also ensure that you’ve checked if the room is available before putting in a room booking request. This can be done through the UCC Web Timetables website. **Do not request a room booking until you have an approved Risk Assessment for your event**. Updates on your bookings can be found in notifications.

**Book Equipment**

Allows you to book equipment from the societies office free of charge for society usage. A full list of the equipment available can be also found here. Please note all bookings must be submitted at least 48 hours before the event start date to be processed. Bookings will remain as pending until you come to collect the items at which point it will be marked as “on loan” until you return it. **Note:** If your event runs past 5pm you will be unable to return the equipment until the next working day. Please do not return the equipment to the main reception of The Hub, it must be returned to the societies office so we can mark the booking as completed.

**Help & Resources**

Help and Resources are exactly as it ‘says on the tin’; Help and Resources! Here you will find downloadable files of documents, FAQs, Schedule of Allowances and Useful Numbers and administration documents such as Van rental files, H&S Event plan templates etc. The [Schedule of Allowances](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) guides you on how much funding your society may be entitled to for certain events e.g. the maximum amount that may be applied for for a guest speaker token of appreciation is €15.

Alternatively, if you are still confused, the following can be emailed for inquiries:

**Funding** – [finance@uccsocieties.ie](mailto:finance@uccsocieties.ie)

**Constitution Issues / Form Filling** - p[resident@uccsoiceties.ie](mailto:president@uccsoiceties.ie)

**Everything else** – [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie)

## **Room Bookings**

The majority of rooms around UCC can be booked through the portal. As mentioned previously, a room booking needs to be put in at least 48 hours in advance of the event. You should also ensure that the room you have requested is available prior to submitting a room booking request. This can be done through the UCC Web Timetables website. **Do not request a room booking until you have an approved Risk Assessment for your event.**

Once your booking request is received, the admin team in the office will process the booking. If the room is available, you will be notified that your room has been booked via email. If the room is not available, your room booking will be denied with an explanation as to why the room could not be booked. In this case, it is recommended that you find another room and submit another booking request.

Certain rooms and spaces on campus need to be booked separately from the room bookings system on the portal. Most of these require an email to be sent to the staff member in charge.

**For energy saving and sustainability reasons, we ask societies not to book Boole Lecture theatre rooms outside of normal class hours unless they are going to be at capacity.**

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**Aula Maxima and the Dr Dora Allman Room**

The Aula Maxima and Dr Dora Allman Room can be requested on the portal, but these rooms can take an extra bit of time to be confirmed as the societies office does not manage these rooms directly. It is recommended to book them well in advance as these rooms are often in high demand. **Do not email the room bookings department directly regarding these rooms.**

**Outside the Boole Library**

An approved risk assessment is also required for running a stand outdoors. Outside the Boole Library is a popular spot for running a stand or small outdoor event due to its central location. Once a risk assessment has been approved, you can request a table from John Murphy (Duty Manager) in the Aula Maxima, who will take your student card while the table is on loan. John’s email address is [johnmurphy@ucc.ie](mailto:johnmurphy@ucc.ie) and is contact number is 021 490 2266.

This does not apply for events such as Societies Day or Fáilte Fest, only during the normal run of the year!

**The Hub Atrium and the Marquee outside**

These must also be booked through the societies office by emailing admin@uccsocieties.ie. The admin team will then contact the relevant parties to book the space. Please note that the Atrium (from the concrete wall to the red poles) can accommodate 22 stands (11 at concrete wall/11 inside red poles), another 3 stands can be placed in front of the Aine Hyland Room and another 10 stands can be placed in the marquee outside main door.

**Devere Hall, Student Centre**

A large, open plan event hall with a maximum seated capacity of 432. This room has great scope and can be configured in several different ways. A projector setup and built in sound system are also available should your event require them. Please email the societies office with your initial request and once approved, David from The Student Centre will meet with you to discuss the individual needs for your event. **Note:** Devere Hall rentals require a fee to be paid.

**Who to contact:** UCC Student Centre

Email: [arasoperations@ucc.ie](mailto:arasoperations@ucc.ie)

**Upstairs Café, Student Centre**

The café on the first floor of the Student Centre can be used by societies for a range of events. It has several tables and a projector and screen and a PA system available from the information desk. This is an ideal spot for quizzes, information nights and other events.

**Who to contact:** Gráinne Thompson

Email: [g.thompson@ucc.ie](mailto:g.thompson@ucc.ie)

**Aras na Mac Leinn Meeting Rooms , Student Centre**

In order to book these rooms, societies must contact David Jones at [david.jones@ucc.ie](mailto:david.jones@ucc.ie) providing the name, committee position, and mobile number and society email for the 4 committee members who will be able to make bookings for the society.

Once David Jones has received these four contacts and issued the society with their log in details, they can book rooms online:  
- Go to <http://www.arasroombookings.ie/>  
- Log in with the username and password that David Jones supplied.  
- Fill in the details as required

**Students’ Union Common Room**

The SU Common Room has two floors and is available to be booked by Societies for events. The ground floor has a television, a pool table, a hot water boiler and microwaves as well as couches and tables. The 1st floor is open-plan with couches and tables.

**Who to contact**: Carol Kennedy

Email: [c.kennedy@ucc.ie](mailto:c.kennedy@ucc.ie)

**Mardyke Pavilion and Mardyke Pitch Hire**

These must also be booked through the societies office by emailing the societies office. The admin team will then contact all relevant parties to book the space. There is a room hire charge for each booking which is invoiced after the event.

## 

## **Equipment**

Equipment can be booked under the ‘Equipment’ tab on the portal. Everything from SumUp machines to PA’s to flasks for tea and coffee mornings can be booked on the portal. To place a booking, give the time and date that you will be taking the equipment out. You must also note the time that the equipment will be returned. Please ensure this is accurate as the piece of equipment will be available for another society to book once your time has elapsed. It is important that equipment is returned to the societies office in The Hub at the specified time as other societies may need the equipment right after you! An equipment manual is available [here](https://socsportal.ucc.ie/admin/uploads/system/poi/files/1684750572_Equipment_User_Guide.pdf) to aid with your use of some of the more complicated technology equipment.

Please note that as the societies office closes at 5pm all equipment **must be** **collected before 4.45pm** to allow the office team to complete the lock up procedures.

**Note:** Due to the large volume of equipment requests received in the office every day, a booking will remain as pending until you have collected it at which point it will be marked as “on loan”. Once returned it will be marked as “completed”.

**Banners and Storage**

All UCC Societies banners and larger items that require storage are kept in the sheds behind 6 Carrigside, College Road. In order to gain access to the sheds, ask the societies team desk in the office for the key. You will have to give your student card to ensure accountability for the shed keys. You will get your student card back when you return the keys.

**SumUp Machines**

Ten SumUp machines and the [Collectin](https://collectin.com) machine can be booked out on the portal for any paid events. SumUp machines are similar to regular card machines, but are more accessible and work well on campus with either WIFI or data. It is important to note there is a fee of 1.69% imposed on each transaction.

Every society has an account on SumUp that is linked to the overall societies office account. It is imperative that your society logs into the correct account on the SumUp machine so the payments made can be attributed to the correct society. Login details for every society are as follows:

- Login email: your society’s email address

- password: carrigside6!

## **Points of Information documents**

Under the [Help Content Management](https://socsportal.ucc.ie/admin/index.php?object=UG9pbnRPZkluZm9ybWF0aW9u&method=bGlzdFZpZXc=&action=Ng==) setting of the portal dashboard you will find a list of all admin documents that a society may need. This includes Risk Assessment template, accessibility checklist, Invoice template, Schedule of Allowances and any other form you may need to help with the day-to-day runnings of your society.

# Societies Van

The UCC societies office owns an electric van for societies to use. The van is rented on an hourly basis to societies during office hours. To submit an application to use the van, please visit the points of information documents section on the societies portal, where you will find all information that you need in order to rent the van.

Please note that the van is not a toy; it is a powerful, roadworthy vehicle that must be treated with respect and correct legal conduct. National driving regulations and rules of the road apply at all times while using the van.

The van is only for use around Cork City and some of its suburbs, as the battery life of the vehicle does not allow for travel further afield.

**Who Can Use The Van?**

In order to book the van, a society must have a driver who meets the following criteria:  
- Has had a **full clean driving licence for over 2 years**  
- Is **a postgraduate student** or a member of **UCC Staff**

If you do not meet these criteria, exceptions can be made on a case-by-case basis depending on the needs of your Society. Contact [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie) to request further information.

**How To Book The Van?**

* In order to book the van, you must send an email to [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie) (ideally at least a week in advance) or come to the office in The Hub and request a booking.
* Before you can drive the van, you must submit certain documents:
  + An ‘Additional Drivers Form’, these can be picked up in the UCC societies office in The Hub or emailed out upon request.
  + A photocopy of the proposed driver’s driving licence (front and back).
  + Evidence (if any) of previous driving convictions.
* The above documents must be presented by the society member applying to become a driver.

## 

**General Information**

* The van is an electric vehicle with a top speed of 120 kph.
* The van is a Renault Kangoo, registration number 12WW916. This is an automatic vehicle.
* Van specifications can be found below.
* The van will use a different amount of power depending on a number of factors: speed, load, driving conditions (intense wind etc.). Please be mindful of your charge level at all times!
* The van may only be used within the confines of Cork City and suburbs.
* The van is not a toy. Please treat it with the respect you would treat a vehicle of your own.

**Getting Started**

* One press of unlock on the key will unlock the driver's door only. A second press of unlock on the key will unlock the passenger door and the back door of the van.
* Hold your foot on the brake pedal while you insert the key.
* To start the van, turn the key all the way in the ignition and wait for the beep.
* On the dashboard, a green GO icon will appear, and the reversing camera screen should come on.
* Move the gear stick out of Park (P) all the way down to Drive (D). Move it down one notch to Reverse (R).
* The van is silent and does not make an expected start up sound. Once you remove your foot off the brake it may begin to move. Put your foot gently on the accelerator and it will go forward (D) or back if you have selected R.
* The van is not like a petrol or diesel vehicle. It is jumpy, and can lurch forward if pressure is applied to the brake or accelerator too liberally. Take time to familiarise yourself with the van before you undertake your journey. Remember to take it slow.
* Once you have made sure all items on the checklist are safely in the van, you may begin your journey.
* If the key does not turn in the ignition, wet and clean the key, then try again.

**Returning the Van**

* As per the driver protocol upon returning the vehicle, the society must ensure it is charged before returning it to the UCC car park. This should be completed as follows:
  + Drive into the main campus car park, speak to the security guard through the intercom and once through the barrier take the first left down the side of the Electrical Engineering building.
  + Park the van in a free space with a charging point located on the left.
  + Connect the van to the charging point, and take note of how long the Van needs to charge (displayed on the dashboard).
  + To charge the van: connect to the charging point. The light should be **Green**. Use the fob attached to your key to activate charging, similar to a contactless payment. You will hear a beep and the light will turn **Amber**. After 20 seconds, the lights should turn **Blue**, which indicates that the van is now charging.
  + Lock the van, and ring the societies office (021 490 2475) relaying information on approximately how long the recharge will take and how many spaces are free in the charging bay.
  + **Once the van has completed its charging period, the society must return to the charging point and return the Van to the UCC Car Park located on Perrott Avenue. You may not leave the van charging overnight under any circumstances**. You may however, leave the van for the time it has allocated to charge but **you must return** to drop it back to the car park and not leave it for any longer than its required charging time.

**If you notice anything damaged in the van/ van left in poor condition or any problems with the van before you leave you must contact the societies office immediately. (admin@uccsocieties.ie)**

Do not leave the UCC car park in the van if anything is out of the ordinary. This is a measure for your safety. Failure to declare issues before your journey may result in sanction.

**Van Specifications**



**Charging the Van in a Public Area (Cork City and Suburbs)**

* Charging point information can be accessed at <https://www.esb.ie/our-businesses/ecars/charge-point-map> or by downloading the ESB ecar connect app (android and app store)
* To charge:
  + Download the ESB Ecar Connect App
  + Open the charging over located at the front of the Van and connect the charging cable.
  + Complete registration on the app.
  + Select the power source you wish to use – the van uses a KC43kW power adapter, and you may need to select this on the screen of the charging point.
  + Place the part with the blue clicker of the charger into the van, and the all black end into the charging point.
  + Enter the charging point ID number into the app and swipe to start charging.
  + You will again need to swipe to end charging on the app.
* If the charging point has no visible screen and you cannot figure out how to use it (every charging point is different) take the following steps:
  + Ring the ESB on 1890 372 387
  + Quote the charging point ID number (usually about 5 characters)
  + They can assist you in using that particular charging point, or can set up the charging remotely.

Any questions about the van can be submitted to the societies office at [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie), or you can call to the front desk in the Clubs & Societies Space in The Hub for information.

# Accessibility

Here at UCC Societies we want to ensure all of our societies are accessible to all UCC students. Ensuring our societies are accessible empowers our members and encourages them to participate independently and easily. It provides an equal opportunity for everyone to partake in and benefit from UCC Societies.

**First Contact Initiative**

This initiative was launched to support our Executive in making our societies accessible to all. Our society committee members will be trained to mentor students who might be hesitant to attend society events due to social issues/shyness. The access office has also helped us to develop the training for mentoring students with disabilities. Our aim is to make the student experience as accessible as possible for all students and to remove any barriers to this.

So what is the First Day Contact Role?

* An approachable initial contact point for students
* Introducing students to the group and ensuring they feel included
* Knowledge of supports and services available in the University

The role is simply to make students feel welcome and introduce them to other people in the society. You are not expected to act as a counsellor or confidant and if you have any concerns regarding student safety please contact campus watch and the societies office.

Students can avail of the first contact initiative by emailing or popping into the societies office.

**Accessibility in PR and Media**

* Sans-serif fonts are recommended because they have a slightly higher readability than serif fonts. Their appearance is more block-like and less decorative than serif fonts.

The most accessible fonts are:

* Arial
* Calibri
* Century Gothic
* Helvetica
* Tahoma
* Verdana
* In serif fonts, the tops and bottoms of the letters contain decorative edges called “serifs” which some say bear a resemblance to little feet. There are many accessible serif fonts, however most are less accessible as they contain the decorative elements that sans serif do not.

**Making Social Media more Accessible**

* Include image descriptions on all society posts. Twitter, Facebook and Instagram all have the option of adding +alt texts when uploading pictures.
* Add captions to video content. Captions ensure that people who are deaf, hard of hearing, or have auditory processing disorders can access the information in your videos.
* Make captions more accessible by using Camel Case Hashtags (capitalising the first letter of each word) for example, #AccessibleSocialMedia. Put hashtags, mentions and emojis at the end of your captions. Punctuation marks are read aloud by screen readers. Be mindful of how hashtags, emojis, or @ mentions can disrupt the reading.
* Create Trigger Warnings. Trigger warnings should be included for a variety of topics including (but not limited to) sexual violence, homophobia, transphobia, eating disorders, suicide etc. Anything that may be upsetting, harmful or triggering to viewers.

**Making Posters More Accessible**

* Following similar advice to above when making graphics:
* Use sans-serif fonts.
* Use high-contrast colours.
* Use an online contrast checker to review your poster. [Here](https://coolors.co/contrast-checker/112a46-acc8e5) is one we would recommend.

**Making Events More Accessible**

**Factors to consider when choosing a venue**

* Clear pathways - make the space easier to navigate.
* Level entrance - ensures people in wheelchairs or people with mobility issues can access the room / building.
* Elevators to higher floors.
* Accessible facilities such as bathrooms and changing spaces.
* Clear signs that make the space easy to navigate.
* Sensory accessibility - consider factors such as bright overhead lighting, loud background noises and how this can be overwhelming for some people; for large scale events consider providing a sensory space where people can go for a sensory break.
* The most accessible spaces in UCC:
* The Hub - room options include the Shtepps, Lucy Smith, Dora Allman, and Áine Hyland. The Hub is also one of few buildings in UCC that has gender neutral bathrooms.
* Western Gateway Building - generally an accessible building but take into consideration distance from main campus and if this may be an issue for attendees (e.g. giving enough time to get from main campus to WGB if necessary).
* Electrical Engineering L1 and L2.
* When choosing a room in UCC the room specifics can be found [here](https://www.ucc.ie/en/build/roombookings/bookroom/roomfacilitiescapacities/).

**Further Considerations**

* Blended Approach
* Some of your members will be immuno-compromised, have at risk family, don’t want to take a vaccine for religious, cultural or other reasons and coming to in-person events may still pose a risk for them.
* Many people commute and this may make attending evening events in-person difficult. Taking a blended approach means more people can attend your event.
* If you can, livestream an in person event so that everyone can partake.
* If bringing a speaker for an event email beforehand asking if they have any accessibility needs that need to be accommodated for when choosing a time and venue for the event.
* Check with members of your society if they have any accessibility needs to be accounted for when planning your events, check and see if there are factors that are preventing people from attending events and what you can do to better cater to these needs.
* Subtitles and captions should be considered when doing screenings or any events including audio-visual materials. Most streaming services provide subtitles and this will make your event more accessible to people with hearing difficulties or auditory processing disorders.

**Financial Accessibility**

Financial Accessibility refers to the removing finances as a barrier to people accessing your events (as much as is possible); and the ability to justify any costs people may incur attending your events.

**Factors to consider**

* Keep student contributions as low as possible and subsidise where you can.
* Try to make necessary equipment/materials available to students so they don’t have to purchase them themselves.
* Provide transport especially where events are off campus.

**Language use**

* Pronouns
* Encourage the use of pronouns in:
* Email signatures
* When greeting new people - ‘Hi my name is Alice and my pronouns are they/them".
* In icebreakers (Welcome nights, freshers week events).
* Ensure to respect people’s pronouns.
* Avoid the use of gendered speech:
* Try using ‘A chairde’ instead of ‘Dear Sir/Madam’ when opening emails.
* Swap ‘he/she’ to ‘they’.
* When addressing a room, try ‘hey pals/folks’ instead of ‘Ladies and Gentleman’.
* Ableist Language

Ableism is discrimination against people with disabilities. Ableist language encourages this behaviour.

* Avoid using ableist language. Do not use disabilities or mental illnesses as insults. For example, don’t say “OCD” when you mean perfectionist, avoid phrases like “the blind leading the blind” or “falling on deaf ears”.
* More information about ableist language can be found [here](https://www.verywellmind.com/types-of-ableist-language-and-what-to-say-instead-5201561#:~:text=Ableist%20language%20typically%20falls%20into,or%20phrases%20based%20on%20neurodivergence).
* Be respectful.
* Avoid discriminatory language.
* Be conscious that not all disabilities are visible and that people might present differently to how they identify.

**Engaging New Members**

* At some point before the start of term, mention at a committee meeting for everyone to try to chat with the newer members.
* Make your face well known within the society. Newer members are more likely to go up to someone they recognise to feel welcome at an event.
* If you see someone sitting by themselves at an event, go over and talk with them. That’s the difference in whether they come back to another event.
* Encourage people to bring a friend or offer to go with them. That can do a lot to alleviate the anxiety people feel.
* Recommend first contact initiative to anyone who may be feeling a bit nervous about coming to their first society event.

The Accessibility Checklist can be found [here](https://www.ucc.ie/en/societies/committeeresources/secondary/).

# Events

Planning, organisation and effective communication are key in running a successful event. Poor planning can lead to problems leading up to or on the day of the event. The common areas where issues arise are:

* Risk assessments not submitted in time
* Rooms/venues not booked
* Equipment not booked
* Invoices not paid on time
* Expenditure requests not submitted on the portal
* Poor advertising of the event

Effective committee meetings where events are planned in advance and any potential pitfalls addressed are the best way to prevent these issues. Committee meetings should have:

* A date, time and venue confirmed in advance and communicated to members.
* An agenda with a timeline for each point
* Action items allocated to individuals and revisited at each meeting until they have been closed out.
* A chairperson to move the meeting along and delegate tasks
* A secretary to take minutes
* An active committee willing to take on responsibility and be productive

## **How To Run A Successful Event**

Events can often vary in UCC Societies, but the majority are free to attend. You must have an approved risk assessment before your event can go ahead. The fundamentals to a good society event are:

* Agreement of committee about event objective – e.g., a social movie screening, an informative guest speaker on a topic, a creative skill learning activity.
* Good preparation of items/ actions needed for the event starting at least two weeks before the event.
* Open lines of communication between all parties involved – committee, outside shareholders, volunteers.
* Clarity on how many attendees expected for the event so that a location can be decided well in advance.
* Clarity on costs (if any) for event and on a ticketing system (if needed)
* Bookings for rooms submitted well in advance of the event.
* Time frame and running orders for activities within the event.
* Set Up/ Breakdown of Event
* Evaluation of success after the event.

Most events are simple weekly social events that may not need as much organisation as bigger events such as balls. It is important to attend training for Events and specifically Ball Training, which is held by the Societies Executive each year, if you wish to hold successful, large-scale events. Student Community Support may be required for an event, this is covered in the Health & Safety Chapter of this booklet.

If your society decides to host a ball, for most societies it will be one of the biggest events of the year. If you wish to host a ball, it is imperative you attend the Ball Training at the start of the year for a full overview of what is required.

**Note: Risk assessments must be approved prior to signing contracts, paying deposits, advertising the event or selling tickets.**

## **Insurance**

From time to time you may be required to provide proof of Public Liability Insurance to prove that students are covered by UCC in the event of an accident. If you are asked for this, please email [admin@uccsoccieties.ie](mailto:admin@uccsoccieties.ie) to request it and the team will give you the information you require.

## **Hosting an Event with Minors (Children under aged 18) in Attendance**

From time to time, some societies may hold events where minors are invited to attend. In this case, all society members participating in the event must complete [Tusla’s Child Protection Training](https://www.tusla.ie/children-first/children-first-e-learning-programme/) prior to the event. The training takes approximately 1.5hrs to complete and covers the following topics:

* Recognising and reporting child abuse;
* The role of mandated persons;
* The responsibilities of organisations working with children to safeguard children;
* The role of designated liaison persons.

UCC’s Child Protection Policy can be viewed [here](https://www.ucc.ie/en/media/support/ocla/policies/UCC_Child_Protection_Policy_5April2018-Final.pdf). Students who engage in University activities that may involve unsupervised access to children and/or vulnerable persons will also be subject to UCC’s vetting process. If you are unsure if you should be Garda vetted, please contact [studentgardavetting@ucc.ie](mailto:studentgardavetting@ucc.ie) with all the relevant details and they will respond with instructions and advice. The UCC Student Vetting Policy can be found [here](https://www.ucc.ie/en/media/studyatucc/undergrads/downloadabledocumentssection/UCCStudentVettingPolicyandProcedure.pdf)**.**

# Hosting A Ball

**Factors to be considered when planning a ball:**

* **Date**
  + Ensure date does not clash with any other society ball or departmental event
  + Avoid dates individuals may not be able to attend such as exam weeks
* **Hotel**

The committee may choose whichever hotel suits their needs best. Before choosing a hotel, factors such as capacity, price, food and drink options etc must be considered. Contact hotels for quotes or ask other societies what worked for them and their balls to see which would be the best fit for you.

The most commonly used hotels are:

* Rochestown Park Hotel (capacity : 1200)
* Cork International Hotel (capacity : 350)
* The Metropole Hotel (capacity : 350)
* Clayton Hotel (capacity : 1000)
* **Budget**
  + As costs rise year on year, the budget is the most important factor to take into consideration, you could consider getting sponsorship for the event (more on this is outlined in the sponsorship section further on) to help ease costs.
  + A Budget tracker template can be found [here](https://drive.google.com/drive/u/0/folders/1gKMi6vQZwaWeO1CzvfblN6oHN12D7xhI). To comply with GDPR, the tracker is not editable, you need to make a copy and edit your own version instead. The Societies Budget Management Policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/).
* **Marketing**
  + Choose an exciting theme that catch people's eyes
  + Advertise acts, theme & ticket sales well on social media and via posters on campus.
  + Many societies create a separate Instagram account to promote the ball, but promotion can also be done on the societies main Instagram account to gain traction.
* **Entertainment**
  + Balls will usually require a reception act, main act and a dj/act to play until the end of the night. However, this can be modified depending on your society's wants and what is feasible.
  + Communication with the acts and the hotel about what sound and lighting equipment is important for the smooth running of the entertainment as it will often vary.
  + Some frequently used sound and lighting companies are D2K LTD and Partybands.
  + The hotel must be made aware of the entertainment setup and staging prior to the event.
* **Health and Safety**
  + Security and medical staff are usually organised by the hotel but are charged proportionally to the number of attendees. It is important you double check with the hotel that these have been arranged.
  + Student Care Support staff are required and provided by Tekken security (info@tekkensecurity.ie) - must be organised by the society prior to the event. For this year 2022/23, Tekken is charging €29.52/hr per SCS staff member (this price includes the VAT costs). [Here](https://docs.google.com/document/d/1Wi5-AJIxbLJ5e8xfdauexDfIewiE2q9SBQQLlciv1oQ/edit?usp=sharing) you can find more information on this process.

**SCS Ration Requirements**

* + Less than 200 event attendees or less 2 SCS members
  + 200- 500 event attendees- Team of 3 x SCS required
  + 500-1000 event attendees- Team of 4 x SCS required
  + 1000- 1500 event attendees- Team of 4 x SCS required

**Requesting SCS Staff from Tekken**

* + Requests for SCS staff can be made with TEKKEN at the same time that security for the event is being arranged with the company. If your event is being held in a location where TEKKEN are not the designated security company you will need to arrange SCS separately with TEKKEN by ringing manager John Mc Carthy (0879836434)
  + The individual groups: i.e the Students’ Union, Societies, Clubs, that hire SCS for an event and make use of their services are ultimately responsible for paying the individuals working as SCS at their event(s).
* **Food** 
  + The cost of food per head will affect ticket prices. If the food prices are high, the costs of the tickets may have to rise in order to cover your overheads.
  + The usual arrangement with hotels includes a three course meal - starters, main course and dessert.
  + Dietary requirements must be considered. You must be able to provide the venue with a rough estimate of the number of guests with dietary requirements and the type of requirement. Dietary requirements are usually compiled as the guests are purchasing their tickets.
* **Bar Extensions and Corkage**
  + Hotels may offer a bar extension which will come at an additional cost that will vary depending on the hotel.
  + A charge of ‘corkage’ may also be included by a hotel for serving wine that has been brought in by a customer and this will also need to be considered in your budget. Many hotels can provide the wine but it is often cheaper to purchase it yourself and pay the corkage fee.
* **Ticket Numbers**
  + Number of attendees will directly affect costs. You must ensure you can sell enough tickets to cover your overheads hence not leaving the society in debt.
  + Looking at previous years' ball ticket sales can help you estimate the average number of tickets that have been sold in previous years.
* **Ticket Sales**
  + Tickets can be sold via in person sales using Sumup machines that can be booked out on the portal or via Ticketsolve, the online sales platform. If tickets are being sold in person, this is usually done from the Students Union Common Room. To arrange this, please contact Carol Kennedy at [c.kennedy@ucc.ie](mailto:c.kennedy@ucc.ie).
  + For your ease, we recommend selling ball tickets using Sumup machines rather than cash where possible. Some balls bring in large amounts of money and societies should aim to avoid handling this in cash. Sumup also makes the transactions safer and provide more accurate records and accountability for all monies.
  + For smaller balls, Ticketsolve is often an easier, more manageable and more sustainable option for your society. In order to create a Ticketsolve for your event, email [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie) attaching the completed ticketsolve form which can be found in the ‘[Administrative Documents](https://www.ucc.ie/en/societies/committeeresources/secondary/)’ section of the UCC Societies website.
  + It is also a good idea to create a graphic for the office to post alongside your event on the Ticketsolve website. Once the event has been created online the link will be emailed to the society email address and you can start promoting the event.
  + The Societies Guild have created a ticket sales tracker template which can be found [here](https://drive.google.com/drive/folders/1FzXDUClmLZULMP3p-662X7yD3qlMTEBw). To comply with GDPR, the tracker is not editable, you need to make a copy and edit your own version instead.
* **Committee Rooms**
  + Hotels *may* offer complimentary rooms for some committee members but this is negotiated differently with individual hotels and events. Each hotel will have a different policy but remember, they are not required to give out these complimentary rooms.
* **Buses**
  + Buses are usually required for transportation depending on hotel location and are an essential part of health and safety/risk assessments. For balls in locations close to the city such as The Metropole Hotel, buses may not be required.
  + In the past there have been complaints about litter around Western Gateway Building where the buses usually collect ball attendees. Because of this we now ask committee members to be at the bus stop with a bin or bin bags to collect any bottles/cups/rubbish attendees may have brought with them. Alternatively, this can be done by SCS students for a fee. This can be organised through the students union by contacting V.OBrien@ucc.ie.
  + **Commonly used bus companies:**

| **Bus Company** | **Contact Number** |
| --- | --- |
| Kearneys | 021 423 2252 |
| Ballincollig Coaches | 021 487 3828 |
| JJ Kavanagh & Sons | 0818 333 222 |
| Brid O’Callaghan Coaches | 021 733 4093 |
| Ovens Coaches | 021 487 1861 |
| Cork Coach Hire | 021 434 2932 |
| Egan Coaches | 021 461 3844 |

* **Cloakroom**
  + Charitable societies will manage the cloakroom. Charitable societies will submit a request to the Societies President at the beginning of each academic year to be considered for managing a cloakroom for a ball. Societies hosting a ball can then contact the Societies President who will allocate a charitable society to host the cloakroom for their ball. This is done to ensure every charitable society gets an equal chance at running cloak rooms.
  + Hotel will provide hangers and coat racks.
  + Charitable society will provide Sumup machines and tickets for the coats
* **Contracts**
  + All contracts must be viewed by the Societies President prior to signing
  + Contracts must be signed for everything and quotes are often subject to VAT.

**Making Your Ball More Sustainable**

Balls are a huge occasion for societies but unfortunately can also produce a lot of waste. The following are some ways you can host a ball more sustainably:

* **Ticketsolve**

Ticketsolve is an online ticket sales platform allowing the user to create a ticket sales link which can be issued to prospective guests allowing them to buy tickets online. However, for safety reasons, this option is only suitable for balls with a smaller number of attendees. The user can customise the cost, venue and show description for each individual show. Once a customer buys a ticket, they will receive a confirmation email with a link to downloading a PDF ticket on their phone. On the day of the event, the hosts can then download a user-friendly Ticketsolve app and scan the tickets using the camera on their phone. This process is completely paper free.

In order to create a Ticketsolve for your event, email [admin@uccsocieties.ie](mailto:admin@uccsocieties.ie) attaching the completed [ticketsolve form](https://www.ucc.ie/en/societies/committeeresources/secondary/). It is also a good idea to create a graphic for the office to post alongside your event on the Ticketsolve website. Once the event has been created online the link will be emailed to the society email address and you can start promoting the event. If you want ticket sales to end prior to the date of the event please ensure to include this in your request.

* **Recyclable Tickets** 
  + Cardboard/paper alternatives
  + Digital tickets
  + When buying tickets, buy locally where possible to avoid transport emissions
* **Venue/Location** 
  + Discuss what measures they are taking to be more sustainable
  + Waste disposal method
  + Beer on draught rather than cans/bottles
  + What specific sustainability requests can you pose to venue
    - Plastic/glass/bottle exchange (collect up used glasses and bottles and receive discount on drinks)
    - Capacity and heating
    - Lighting
    - Decorations and equipment available to avoid buying it yourself
* **Decorations**
  + Sustainable alternatives- paper confetti, latex balloons instead of plastic, use bubbles instead of confetti
  + Make own decorations where possible
  + Where necessary to buy decorations, buy locally where possible to reduce transport emissions
  + Rent instead of buying if necessary
* **Food**
  + What are the venue’s food sources- are they local and sustainable
  + Exact number of attendees should be known to avoid food waste and inform/encourage venues to not overset places.
  + What is the venue’s means of dealing with food waste
  + Sustainable food options such as vegetarian/vegan should be available.
* **Transportation**
  + Make buses available to reduce emissions
  + Encourage carpooling where possible

## **Insurance**

From time to time you may be required to provide proof of Public Liability Insurance to prove that students are covered by UCC in the event of an accident. If you are asked for this, please email [admin@uccsoccieties.ie](mailto:admin@uccsoccieties.ie) to request it and the team will give you the information you require.

**Sample Ball Agreement - Rochestown Park Hotel**

When entering into an agreement regarding a ball, the hotel will provide the society members with a contract/agreement outlining all the details for the night of the ball. This should be read carefully and strictly adhered to in order to maintain a good working relationship with said hotel.

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**Agreement ref Student Functions 2022/2023 taking place in Rochestown Park Hotel**

University: Ball: Date:

To whom it may concern,

Rochestown Park Hotel has been hosting student functions for the past 25 years. To help to organise the event, can the society please nominate 2 people from the committee to liaise directly with the hotel contact. These 2 persons can relay the information etc between the hotel and the remainder of the committee. These 2 people will sign the below, and will be responsible that the points are adhered to and followed out correctly.

Deposit –

A deposit of €500 is required to be paid in full 2 weeks after provisional date is held to confirm and secure the booking. This deposit is non-refundable in the event of cancellation, and the full amount will be deducted from the final bill.

Event Room -

The event room will not be accessible until 3pm on the day of the event. No sellotape or sticky adhesive is permitted to be used in the event area, with the exception white tack ONLY! No ladders are available from the hotel.

Accommodation –

Complimentary accommodation provided by the hotel as part of agreement are standard rooms. If there is any damage to these complimentary rooms, the cost will be billed to the society. These rooms are booked on a room only basis with breakfast not included. Check in to these rooms will not be available before 6pm, checkout time is strictly 11 am.

Rooms allocated at a special rate for attendees will also not be accessible until 6pm. This rate is €155.00 (2023 rate B&B double/twin occupancy).

To avail of this rate, you must contact reservations. Rooms are available on a limited basis.

Arrivals Reception –

A sparkling wine arrivals reception will be provided with our compliments for events with over 250 people sitting for dinner.

A bar exemption is required and will be applied for by the hotel, and provided with our compliments, for events with over 250 people sitting to dinner. Numbers below 250 people, will have the option of having the bar exemption at their own expense. The cost is €250.00 and it allows the bar to run until 1.30am, with music finishing at 2am.

Menus –

The meals will consist of 3 courses, Veg Soup/Chicken Main Course/Trio of Desserts and the cost is €30.00 per person.

Corkage on own wine will be offered complimentary to events with numbers of 250 people or more dining. There is a maximum of 2 bottles allowed per table. This needs to be delivered 48 hours in advance of the event.

Payment –

Final numbers and full payment is required 1 week in advance of your event.

Cloakroom –

The cloakroom is the responsibility of the society & organisers. The hotel will kindly provide hangers and coat rails and a location. The organisers will need to provide cloakroom attendants, tickets and required float. Any items left after the event are to be taken by the organisers and handed in to the students union. The organisers & society are responsible for any losses in this area.

Third Party -

The hotel must be made aware, and be in agreement, prior to the event of any third party suppliers. These suppliers will not be able to gain access to your event if permission hasn’t

been granted by the hotel. All third party contractors must produce their public liability cert to the hotel 1 week prior to the event they are working on.

Entertainment –

Equipment for bands, DJs etc cannot be set up until the day of your event, and cannot be stored after the event. We do not allow smoke machines of any kind. All band equipment including staging, mojo barriers etc must be removed on the night of the event. If this is not done, a charge of €1000.00 will apply. The band and roadies, do not have permission to switch off trip switches and emergency lighting etc. If there is extra staging being brought in, a plan of the staging must be forwarded to the hotel in advance to clarify it will be allowed.

Acts booked to play when both rooms are in use, must be of equal popularity, and both acts must be approved by the hotel management prior to acts being confirmed, also must be provided with a copy of the contract in place with said acts. The maximum capacity for both rooms running as one event is 1200 people ie 600 per room, not 1200 in one room.

Buses

The organisers of the event are responsible for the booking of transport off of the premises at the end of the evening. These buses must be available from 1.30am. There must be an adequate numbers of buses booked to transport the attendees safely to their destination and the hotel will need a copy of the paid invoice 1 week in advance, to confirm that this is in place.

Medic & Security –

All security & medic charges are to be billed to the society. A medic is required for every event held, and when the numbers go above 350 pax, a second medic is required and so forth, for example, if the event is for 400 people, a second medic is required, and 800 people a 3rd required and so on. The cost per medic is €170.00, and their time is 21:00 – 03:00. The hotel will liaise re amount required and times.

Security is required for every event, the **minimum** number of security for the Kiltegan Suite is 6 security personnel, and the **minimum** number of security for the Estuary Suite is 7 security personnel. The minimum amount covers up to 250 pax only and the ratio after this is 1 security personnel per 70 guests. The cost per hour is €28.50, we will stagger the hours in an effort to keep costs to a minimum.

Extra Security will be required to scan tickets and issue wristbands.

We hereby accept the above terms and conditions on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Society.

Signed (1) Signed (2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Society: Position in Society:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: Phone Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ball Resources**

For reference the ball training powerpoint can be found [here](https://drive.google.com/drive/folders/1FzXDUClmLZULMP3p-662X7yD3qlMTEBw?usp=sharing).

For reference a useful ball planning agenda can be found [here](https://docs.google.com/document/d/1UyMDiSYF1Cz_N9VrBLZ7Dg3kGD2PdDp_hHncZLbDr_M/edit?usp=sharing)

# AGMs & EGMs

In order to elect members to your committee, you’ll need to host an AGM/EGM. An Annual General Meeting (AGM) is usually held at the end of Semester 2. The society will present an overview of the academic year just gone by, a finance report detailing the financial status of the society and elect your committee for the following academic year. An Extraordinary General Meeting (EGM) is usually held around October and the society will elect a 1st Year Rep and any other unfilled positions on the committee.

The core committee positions to be filled are:

* **Chairperson** - The figurehead of the committee, responsible for providing leadership to the members, delegating tasks and responsibilities and overseeing the general running of the society.
* **Secretary** - Their key role is to provide support to the chair in the running of the society, recording/issuing minutes of meetings, maintaining effective records and preparing for EGM’s/AGM.
* **Finance officer** - Their key role is to maintain the society’s financial account, monitoring expenditure, budget submission, financial reporting and the financial aspects of events/trips away.
* **Public Relations Officer** - Promotes all functions and events of the society on and off campus through all means possible including, but not limited to, emails, flyering, social media etc. Responsible for interacting with parties outside UCC such as potential sponsors, corporates or partners.
* **Accessibility Officer** - Their key role is to ensure that accessibility is a consideration in all areas of society activity, and ensuring the society’s work is as accessible to everyone as possible.

In order for an AGM/EGM to be valid, a member of the Societies Executive must be present to oversee the voting. Make sure you contact your Executive Representative well in advance so that you can check their availability. An AGM must be advertised to your members a minimum of 2 weeks in advance and an EGM must be advertised a minimum of 1 week in advance.

For further information on how an AGM/EGM must be conducted, you should consult your Society Constitution.

**Constitutions**

Every Society has a Constitution which lays out the rules on how the organisation operates. A template for this can be found on the Portal under the ‘Governance’ tab. When compiling or just editing your society’s constitution you can add to the template but you cannot take away from the information already contained in it. You also cannot add anything that will affect/ nullify any information already contained.

The main (Societies Executive) Constitution can be found on the [UCC Societies website](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) and includes the following:

1. Title of the Organisation

2. Mission

3. Membership

4. Governance of the Societies’ Guild

5. Societies’ Senate

6. The AGM

7. The EGM

8. The Societies’ Executive

9. The Officers

10. Positions

11. The Independent Appeals Board

12. Provisional Societies

13. Full Societies

14. Deletion of Societies

15. Dismissal from the Societies’ Executive

16. Finance Sub-Committee

17. Interpretation of the Constitution and Amendments

# Setting Up A New Society

UCC has over 100 Societies but there is always room for new Societies if the interest is there in the student body!

If you have an idea for a new Society, it is important that you ask yourself the following questions.

* Is there already a society that offers this activity or something similar in UCC?
* If so, would my society have a better chance as a smaller part of the existing society?
* What benefit are students going to get from being involved with the society?
* Will students be interested in getting involved in the society or attending events?
* Are you determined enough to complete all the work required in setting up the new society?
* Can you find others to get involved in the society at a committee level?
* Is there a society with the same ethos and activities currently active in another third level institution in Ireland? If so, this may help your application.
* Has there previously been a society in UCC with the same title/activities that you are proposing?

Once you have had a good think about the above points and are happy to proceed, there are some steps to be undertaken in order to submit an application.

1. New Societies Application Pack – there are three files (outlined below) that need to be completed in this pack. Files can be found for these at [New Society Application | University College Cork (ucc.ie)](https://www.ucc.ie/en/societies/committeeresources/newsocietyapplication/)
   1. Overall Application Form
   2. Founding Members Details
   3. Sample Society Constitution - A Constitution is a formal way of setting policy and procedures; and it is vital that your Society has one. Your constitution is there to protect you, your members, and your activity and to guide the development of your society. You will need to draw up a society constitution for your new society for the pack. (If successful, this can be edited later)
   4. We also accept any and all relevant supporting documentation that you might like to add in (such as Cover letters, letters of support or references etc)
   5. 200 signatures in support of your new society. Forms for this can be collected from the societies office. These forms must be returned back to the office by 3pm each day for GDPR reasons.
2. Meet the new societies officer - The new societies officer will be your point of contact with the Societies Executive. They will be your voice when it comes to questions that other exec members may ask. The new societies officer can be contacted at [newsocieties@uccsocieties.ie](mailto:newsocieties@uccsocieties.ie), or you can contact [President@uccsocieties.ie](mailto:president@uccsocieties.ie).
3. Approval - If the application is approved by the Societies Executive, and if successfully approved at the Academic Council Committee for Student Experience, it will be given provisional status. Should the application not be approved, there are several options.
4. Re-submission of the application following feedback from the new societies officer.
5. Appeal of the application to the Independent Appeals Board.

Societies have four official statuses – Dormant, Provisional Year 1, Provisional Year 2, and Full Status. A new society will be granted provisional status if approved. At the end of each year, the new societies officer will review the societies in provisional status 1 and 2 and present a report to the Societies Executive. Based on this report, a decision will be made on whether the society should continue to the next stage. The reason for provisional status being granted to a newly started/restarted society is to ensure that there is a continuous interest on campus to sustain your society.

1. Following Provisional Status - Should your applications be approved; the next steps are to meet with the President and new societies officer to be assigned a repping group and to learn the ins & outs of societies. Then, the society can go ahead and organise an AGM to ratify the constitution and elect the remainder of the committee. A Guild Rep must be present at all AGMs or they will be deemed invalid and you must inform the Societies Guild at least two weeks in advance of the AGM. You will also be put in contact with the training officer to ensure your society receives the best possible training.

# Training

Societies are multifaceted and are kept going by the brilliant ideas of our students. Sometimes, they need a little help, and this is where we come in. The Societies Guild offers comprehensive training sessions in many areas to aid students running the societies as efficiently as possible. These trainings are offered to committee members who have been elected to help run their chosen society for the year by their peers.

Our trainings encompass a host of essential skills for running a society, such as:

* Leadership Development
* Financial Management and Sponsorship Procurement
* Secretarial and Administration
* Event Management
* Public Relations Training/ Media and Photoshop
* Conflict Resolution

Sessions take place all year round with particular focus at the start of each semester (Sept and Jan). Sessions are efficient and have question and answers afterwards - we will not be keeping you all evening, but we will make sure your questions are answered! Session times will vary between 15 minutes and 45 minutes. For your convenience some pre recorded training sessions and slides are available to view [here](https://www.ucc.ie/en/societies/committeeresources/trainingsuite/).

# Finance

## **Budgeting for your Society**

In August/September, every society must complete and submit a budget outlining their expected income and expenditure for the upcoming year. The budget is intended to be a guideline, therefore, approximate figures for the income and expenditure of the society are allowed. It is based on your plans for the year, and what the expected cost associated with everything is. The expected source of income should be indicated (guild funding or society’s own money). Expenses must be considered for all kinds of events ranging from guest speakers, conferences, equipment, society-related trips (domestic and international) and everyday expenses (such as stationery). The Finance Officer of each committee is responsible for planning and submitting the budget, but this must be done in consultation with the Chairperson and other members of the committee

It is recommended to research budgets from previous years (click on the ‘current year’ tab in the Portal to scroll through your society’s budgets from the past five years). It is also recommended that you make a spreadsheet including all expected expenses and have your proposed income opposite to this. Once you have this completed, you are ready to upload it directly to the societies portal. Societies policy is that no Society is granted more than 8% of the overall funding (e.g. in the academic year 2020/2021 8% of all funding was €18,900).

The [**Schedule of Allowances**](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) is a guide that allows the Society to see how much can be applied for in their budget for certain items. If you apply for more than is stipulated in the Schedule, that budget item will be denied, so it is very important to refer to the Schedule throughout your budgeting process. It is also important to make sure that you give the Finance Committee enough detail when you submit your budget. Always show the breakdown of costs where applicable, i.e. if you were applying for a trip, don’t just apply for €1000, show the committee that €300 is for transport, €600 is for accommodation and €100 is for registration fees. The more detail the committee has, the more likely they are to approve your budget items!

The deadline for budgets is decided by the Societies Executive Finance Officer in a given year, but is generally about halfway through September. You may appeal your budget allocations, which the Finance Committee will review at their discretion. All appeal decisions made by the Finance Committee are final. The budget management policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/).

## **Applying your Budget**

Once your budget has been approved by the Finance Committee, you may then apply for the items that were approved in your budget. When your budget is approved, the overall amount you budgeted for is not automatically applied to your account. Each item must be applied for individually, as it greatly reduces the instance of overspending by the society. Applying for your budget items can be done in the Request Inbox on the societies portal. Directions for this process can be found in the ‘Societies Portal 101’ section of this manual. You can apply for funding even before the budget is approved!

## **Start-Up Grant**

Every year, the societies office looks at the opening balances of all the societies. Any society with a balance between €0 and €499 will get their account topped up to €500 at the start of the year. This is the Start-Up Grant and is considered to be the society’s own money. This means that it can be used on items that cannot be applied for under the Schedule of Allowances (merchandise, sweets for societies day, etc.). **The Start-Up Grant is not to be used for irresponsible spending and should not be donated to charity.**

In some circumstances, a transaction that should have gone through before the End of Year is carried out might not get processed until the start of the new academic year, leaving a society over the limit to receive the Start-Up Grant. If you believe that your society should have received the Start-Up Grant but didn’t, appeals can be sent to the Societies Executive Finance Officer for review by the Finance Committee. There will be a deadline set by the Finance Committee and no appeals will be considered after that date has passed. **Societies with a negative bank balance are not eligible to receive the Start-Up Grant.**

## **Income**

When your society receives money, it is extremely important that you record this on the ‘Income’ section of the societies portal. This will help you to ensure that the bank balance displayed on your portal is an accurate representation of what is currently in your account. Moreover, it also ensures that the societies office is aware of money entering your bank account. If you’re expecting a large transfer of funds (e.g. a sponsorship sum), you should get in touch with the societies office to check whether it has arrived.

## **Cash Handling**

Despite card payment becoming more prominent, societies still receive cash through donations, sales, events etc. All societies will ensure that proper cash handling procedures are in place to protect cash handlers and the cash in their possession.

Each society chairperson and finance officer are responsible for safe cash handling. Any money collected must be accounted for completely, deposited in a timely manner and recorded accurately on the societies online portal.

Cash would ideally be counted on the day of collection and in public view in the societies office with two society members present.

A cash count sheet must be completed. It should list the names of the people counting the cash, their student numbers, the date the cash is removed from the cash box, the date the cash is returned, the cash breakdown (if applicable) and two signature lines for people signing the cash sheet. Both society members should sign the cash count sheet acknowledging the recorded amount of cash there. A receipt from the lodgement in the bank and the cash count sheet must be returned to the office to be kept on file. A cash count sheet can be obtained from the societies office or it can be found [here](https://www.ucc.ie/en/societies/committeeresources/secondary/). You will need to make note of your societies IBAN from the portal as this will be required to lodge the cash in the bank.

When delivering a lodgement to Bank of Ireland, the following process should be adhered to:

| **Money In Transit** | **Number of Custodians Required** |
| --- | --- |
| Up to but not more than €1000 | 2 Society Members |
| €1001 - €2000 | 3 Society Members |
| > €2000 | Should not be carried at any one time |

The bank on campus will only accept cash lodgements on a Wednesday, cash can be stored in a locked cash box in the office safe until you can deposit it safely. The UCC societies cash handling policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) if more information is required.

**NOTE:** Cash collected may not under any circumstances be used to directly pay for society expenses. Any cash collected must be lodged to the society bank account and from there can be spent via bank transfer

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## **Funding vs Society’s Own Money**

Guild funding and a society's own money are two different categories of spending allocations that can be used in a society’s account. Guild funding is applied for through a society's approved budget. **Funding must be spent only on the item/ event that the funding was granted for** (e.g., if you are granted €100 for a banner as outlined in your budget, you cannot spend this €100 on sweets for society members).

If it is the case that the society has been allocated funding for an item in their budget, and by the end of the year this money has not been spent, the funding will be reclaimed back by the societies office. This process is called **Clawback**. Clawback takes place at the end/start of each academic year, usually in May/June. Clawback is calculated by method below:

1. Overall Funding Allocated – Start Up Grant: Total Possible Clawback Amount
2. Total Possible Clawback Amount – Guild Funding Spent (sourced in Expenditure section of the portal, by selecting from guild funding filter) = Total Clawback Amount.

Clawback is based solely upon the information that is inputted to the societies portal. It is imperative that the correct allocation of spending is done for every expenditure transaction a society makes, so that the society does not have funds deducted from it incorrectly during Clawback. Every society is given an end-of-year statement by the societies office before Clawback is deducted, so any appeals can be made to the office if the society feels there are errors. After End of Year is closed off, appeals must take a more formal route by being submitted to the Finance Committee.

A society’s own money refers to money residing in the society bank account that does not come from funding. If your society ended the previous year on a surplus after clawback, the money in the bank account belongs to the society and can be used as the society sees fit. This money is not subject to the same restrictions as Guild Funding, so could be used on things such as sweets/pizza for an event, subsidising costs of an activity for members, etc.

When putting through an expenditure request, it is extremely important that you make sure you select the right option when asked where the money is coming from. If you’re spending money from an approved funding request, select ‘from guild funding’. This will bring up a menu of all your approved funding requests and you can select the relevant request. If you are using your own funds, select “from society's own money”. A common pitfall is when guild funding is granted for an item, but the expenditure request is put through as coming from the society’s own money, the guild funding is not recorded as being used and will be clawed back at the end of the year, so it is important to make sure when putting through an expenditure request that you’ve selected the right funding source.

It is worth noting that all spending, either from a society’s own money or from guild funding is closely monitored by the societies office. The office has the authority to approve, query, and reject payments. This is not to scare you and your committee, but to act as a second pair of eyes over your society’s financial endeavours. The office is always open to queries, so if you do not understand something, please send an email and ask!

## **Reimbursement**

Sometimes, members of a society will need to purchase items for society use. If the purchase is sanctioned by the society committee, the member may be reimbursed the cost of these items. To reimburse a member, you will need to do the following:

* Click Expenditure on the societies portal.
* Far right corner in purple bar, click ‘Add New’.
* Fill out drop down menus – where this society expense is coming from, how this payment is made.
* Select your payee (the person receiving reimbursement) if the person has not been reimbursed before, they must be added to the portal. To do this, click view payees, and the top right-hand corner click add new. You will need PAYEE NAME, COUNTRY OF RESIDENCE, BANK NAME, BANK BIC AND IBAN in order for the office to process your request. Click save when finished.
* Fill out Title – what the payment is for – e.g., envelopes for ‘Thank You’ cards.
* Fill in total amount spent (euro amount)
* Choose the expenditure category this expenditure best fits into – e.g., Envelopes for thank you Cards would fall under Stationary.
* Fill in any further details – as much information as possible should be filled in here so that the office is clear as to why the expenditure is being requested.
* Ignore Purchase order number and Expenditure Status
* Files – all receipts that are related to the expenditure request must be uploaded here e.g., envelopes for ‘Thank You’ cards till receipt proving the amount spent. **Please note, no receipt for purchase = no reimbursement to payee. Please tell your members to keep all receipts when making purchases on behalf of the society. Illegible or unclear receipts will not be accepted.**
* Once you have finished filling all areas, click ‘Save’ on the bottom right. This sends the receipt to the office for approval and processing. You can check the status of your request any time by checking the expenditure tab on the societies portal.

The same process can be followed when making a payment directly to a company e.g. a hotel. An invoice for the amount will be required. The UCC societies payment policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) if more information is required.

For inter-society transfers, the process is the same except you use the Inter-society transfers tab on the portal, instead of expenditure.

**If you have payments to make in another currency, please contact the office before you submit an expenditure request.**

## **Cheques**

If a society needs to make a cheque payment, the office has a cheque book available. Please contact the office if the society needs a cheque written on their behalf. We do not however have large presentation checks, these must be organised by societies themselves if required.

## **Societies Guild Debit Card / Online Payments**

Societies may occasionally need to buy items on behalf of the society online. The UCC Societies credit card can be used to facilitate society members to settle expenses and other related expenditures e.g. travel, accommodation etc. securely and reliably in carrying out the business of UCC societies. The societies card is stored in the office and societies are required to complete a usage form (available in the Office) stating their intended use of the card, and have it signed by the Societies Officer or a member of the office team. Prior to making the payment online, the society member must create an expenditure on the portal reimbursing Societies Guild 1 for the amount they wish to spend on the card. This payment via card is then made by the office staff member. All card payments must be made in the office, and the card is not available for use outside of the office. The debit card form can be picked up in the office or can be found [here](https://www.ucc.ie/en/societies/committeeresources/secondary/). The UCC societies card policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/).

## **Charity Fundraising**

UCC Societies have contributed over €700,000 to charity over the last five years. We aim to continue to grow this figure year on year and the Societies Executive will continue to support our societies in doing so. However, it is important that we remain accountable for our fundraising and each year the office team will prepare an annual report for our auditors and the charity regulators detailing the money raised for charity and the amount donated to charity each year. If the charity you are donating too is not already on the portal, please contact the admin staff with the charity details and they will add it for you.

Any society collecting money for charity be it €1 or €1,000 must complete the [Pre-Collection form](https://docs.google.com/forms/d/1ITeVz9-obA3YdIZctGeqtdMX_H2NpK1Qi2nXej9GjmY/edit#settings) prior to the collecting and the [Post Collection form](https://docs.google.com/forms/d/16RpCA52SVRH93Wsia1qMXf0iqJugzr__bx7_bQQzN7g/edit) after the collection.

Key points to be aware of prior to collection:

* Garda permits are required to collect cash for charity off- campus.
* Any society dealing in cash will need to abide by the University’s [cash handling policy](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/).
* All funds must first go through your society bank account before they are donated to charity.
* Cash donations must be lodged to your society bank account first and transferred from there to your chosen charity.
* Card donations should only be taken through official UCC Societies card machines/ sum up machines. The funds will be filtered into your society account and from there you can donate to your charity of choice.
* Online donations should only be taken through the ticketsolve platform as opposed to GoFundMe/ Paypal / idonate etc. If ticketsolve does not suit your needs please contact the societies office and we will review alternative options on a case by case basis.

## **Special Project Applications**

Every year the Societies Executive can grant funding towards ‘Special Projects’. These are projects that would not normally be eligible for funding under the [Schedule of Allowances](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/). The [Special Project application form](https://www.ucc.ie/en/societies/committeeresources/secondary/) must be filled out and submitted to the Societies Executive before the respective deadline (one for Semester 1 projects, one for Semester 2 projects) which will be circulated by the Finance Officer. This fund is ultimately a ‘seed fund’ to get the society going on a project they wish to hold annually. In order to be approved, it is expected that a Special Project will become self-sustaining after its first year and will no longer require funding from the Societies Executive.

# Sponsorship

Many societies will search for support from external companies and organisations in addition to guild funding. This support can come in a variety of forms from money, free pizza or subsidised hoodies.

This guide is an outline of how to go about getting sponsorship, but does not need to be followed word-for-word. You can adapt the advice here to your society’s particular needs and requirements. If you need any further advice or want to talk to someone about sponsorship you can always contact the sponsorship officer on the Societies Executive at [sponsorship@uccsocieties.ie](mailto:sponsorship@uccsocieties.ie).

**Step One: Identify the Benefits to Everybody Involved**

Before doing anything, think about what you can offer a company, rather than what your need is. A successful approach always begins at the point of view of the company, what is in it for them? Ensure that you avoid thinking “what is my need - how do I fill it fast?” Convincing a company that you are worthwhile is half the battle. Make sure that you identify the benefits both for any potential sponsor and for the society before you identify your needs as a society.

*What are the benefits?*

For the sponsor:

* Raising awareness of company/brand/product
* Enhancing image of company
* Achieving a business objective
* Creating goodwill/ being a good neighbour
* Creating good relations with employees by external involvement
* To be associated with a certain cause - students/ education and/ or linking to Corporate Social Responsibility

For the society:

* Solves funding need
* Attains publicity for society through partnership/ association
* Establishes relationship/ involvement with local employer

Why are you looking for funding?

* Absolute need
* Extra revenue
* Higher profile
* Opportunity
* to fund a long-term project

This will determine your approach to companies and will affect the sort of projects for which you are seeking funding.

**Step Two: Identify What You’re Looking for Them to Sponsor**

If you are well-prepared before you contact a company/organisation you will appear professional and it will also avoid any awkward questions about proposals that you can’t answer. There are three questions that you need to ask:

* What is it that your society is looking for sponsorship for?
  + One-off projects - events / social or cultural event / publications/ productions / leaflets/ posters
  + Capital - equipment / long-term projects
  + Gifts in-kind - raffles / prizes
* Why is it that your society requires sponsorship?
* What kind of sponsorship is your society looking for? Is it money, free food, equipment or a venue, etc.?

Once you have done this, lay out your objective using the SMART system.

* **S**pecific – *Your objectives should specify what is that you want to achieve.*
* **M**easurable - I*s it possible to measure what you are trying to achieve? And if so, measure it (makes you look more professional).*
* **A**chievable – *Are the objectives that you have set achievable?*
* **R**ealistic - *Are your objectives realistic?*
* **T**ime – *Will it be possible for your society to achieve this objective in a timely fashion?*

Make sure that you are very clear about what you want from the company/organisation and very clear about what you are willing to give them. Clear communication is key!

You might want to provide funders with a selection of options. For example, if you were asking for sponsorship for a Student Activities Award ceremony, the options could be:

* Option 1: Sponsoring the publicity
* Option 2: Sponsoring an award
* Option 3: Being the primary sponsor (sponsoring the whole event)

This means that if an organisation cannot afford to fund the entire event but are interested in being involved, then they have the option to sponsor part of the event.

**Step Three: Selecting a Potential Sponsor**

How do you locate your potential benefactor?

**A.** Common Sense

* Your suppliers
* Those wanting to supply
* Usual on-site suspects
* Existing contacts

**B.** Research

* Research companies linked to your sector online e.g., the Law Society would often receive sponsorship from law firms.
* Local papers/ media - who are the advertisers?
* Local presence - factories, larger employees.
* Large donors/ benefactors in your area.

**C.** Widen the search

* National companies, particularly ones with a local presence/interest in your area.

**D.** Refine the search

* Search for a contact name - ask receptionists; or ask for a contact email/number in the marketing department.
* Ask the Society Committee to brainstorm any contacts they may have within their network.
* If you already have a contact go via them or ask for endorsement.

**E.** Possible Ways-In

* Corporate Affairs
* Marketing Department
* Company Secretary
* Managing Director

Select one contact to be responsible to answer any questions potential sponsors may have.

**Step Four: Preparing a Sponsorship Proposal**

Your proposal should emphasise the benefits of sponsorship to the company. If you word your proposal in a way that the company identifies you as a worthy cause but also as a nice fit with their business goals, then you’ve done a great job with your initial preparation and you’re most of the way to achieving your goal.

**Top Tips:**

1. Provide plenty of (relevant) details. This will avoid confusion throughout the process.
2. Only promise what you can deliver. Unless you are certain that a benefit can be delivered, do not put it in the proposal.
3. Make your proposal easy to read. The reader does not want to be confused, or bored.
4. Ensure your proposal is professional. This will impress the reader and will mean a better chance of sponsorship.
5. Make each sponsorship proposal unique. This will show effort, enthusiasm and attention to detail. Just make sure not to send any proposals with the wrong name to another company.

The Sponsorship Proposal should include:

1. Your past successes - For example, awards won, an annual report or favourable press cuttings.
2. Your future objectives - What you need and what you are going to do.
3. Why the company should sponsor you and what they can expect in return. What they can get from you is probably the most important thing for them. They are not going to give you the money without something in return. More on what you can offer a sponsor later.
4. How you fit in with their business objectives and how both your and the company's business objectives will be achieved.
5. How the money will be spent – presented like a shopping list so the company knows their money will be spent wisely.
6. A marketing plan should be provided.
7. Contact information should be provided.

Over-selling and under-selling are two of the biggest mistakes made by people when looking for sponsorship. Make sure that the information you provide is accurate. **This is very important.** Under-selling is doing yourself and your society a massive injustice. If you won an award for ‘Best Event’ last year or if you hosted a successful conference, be sure to mention it. Having said that, do not over-sell yourself either as this can lead to a negative response and your society getting a bad reputation.

For your society specifically:

* What is your membership base? Also, if you have a target market, include this information.
* How many events did you hold last year?
* If you are a competitive society tell them what competitions you have competed in and if you have won any awards. You can also include any wins at STARS or BICS. Be sure that you are not using language or terms that they do not understand e.g. they will have no clue what BICS, STARS, exec, guild etc mean so don’t assume they will!

The *Canva* website can be a great resource for proposal templates if you would like to make a professional looking document.

**Step Five: Approaching Sponsors**

There are a few ways in which you can approach companies. Generally the most effective way to begin this process is with a phone call. You can often call the company's receptionist and tell them the reason for your call and ask for the name of the person that is most appropriate to speak to.

Once you are sure you’re speaking to the right person (which is key to the success of your proposal!) ask them how they would best like to receive your proposal. If the person you initially make contact with doesn’t know who to ask for, here is a list of people at the company you could try and should probably do so in this order:

1. Marketing Director – most often is the person who controls the sponsorship budgets.
2. Corporate Affairs or Community Relations Department.
3. General Manager or CEO – The size of the company will be a good indication if you should ask for this person. This is relevant to smaller companies/organisations only.

Finally, you should also keep a record of all correspondence between yourself and the company. This will avoid confusion in the future and help you remember what has already been discussed or said between the two parties.

***Top Tip:*** ***Write down the name of the person you are put through to because you don’t want to get it wrong when you get this individual on the phone!***

**Different methods of approach:**

*By Phone:* When you are speaking to the correct individual on the phone, they may ask for an outline on the phone right then and there. If so, be prepared to give a pitch and have all your research in front of you. Decide what you’re going to say before you dial. This method is great as it can leave a lasting impression. It will give you a chance to discuss your proposal with the company and also give you a chance to listen to your sponsor’s initial response to the proposal. This is also a great opportunity to verbally express the needs of your society. If there is an initial interest from the company, try to progress the phone call and schedule a face-to-face meeting where you can go over the project in more detail and can show the company your information, proposal and pictures etc.

***Top Tip:* *Anticipate any problems or questions that a potential sponsor may ask you. That way if the hard questions do come up you’re ready for them and not thrown off guard. When on the phone, feel free to make use of a script or note cards that can help you ensure you have all the information.***

There is an example phone call script in Appendix A.

*By Letter:* One of the negatives of sending an unsolicited letter is that they are easily dismissed, hence the reason for starting off the relationship with a phone call. If the sponsor asks you to send them the information by letter you will want to include a print out of your sponsorship proposal but also a brief cover letter with an introduction. Address the letter to the correct person and use their name on the covering letter so they know you haven’t sent the letter out to dozens of other companies/organisations.

When writing your letter, make sure you:

* Personalise the letter. A generic letter will probably go straight into the bin.
* Outline the nature of your cause and what the business has to gain by supporting it.
* Link the company objectives to your objective and define how you can come together to support one another.
* Show how the company can genuinely add value to your cause.
* Your letter will be the first thing that your new contact reads and is key to the success of your proposal.
* Be brief and informative in your letter and remember that further information can always be given at a further face-to-face meeting.
* If this is how the potential sponsor asks to receive the information, give them a follow up phone call 4 or 5 days after mailing the letter to confirm that they have received it. Use this as your opportunity to continue the discussion on the phone or to set up a face-to-face meeting.

There is a sample cover letter in Appendix B.

*Email:* Generally after the initial phone call with your target, you will be asked to send an email with the details of the proposal. Similar to writing a letter, use the body of the email as a brief introduction and set the right tone for the proposal. Emails will generally be shorter than a letter but still set the same tone. Use that opportunity to tell your contact that you will follow up with them after they have had time to look at your proposal. Include the rest of your information in the email as attachments.

There is a sample email in Appendix C.

*Face to Face:* This meeting may happen in one of two ways:

1. The sponsor has asked you to come in and talk to them as opposed to a letter or an email, or is following receipt for your letter or email.
2. You have walked into the company’s headquarters and are looking for an impromptu meeting.

If the company asks to see you, set up an appropriate time and date when you can meet with them and won’t be rushed. You should dress professionally and go prepared. If possible, in addition to the research you have already done on the company, do some research on the individual you are about to meet. Stay calm and take advantage of the fact that a face-to-face interview can be quite flexible. Listen to what your potential sponsor says and respond accordingly with what you have to offer. A face-to-face meeting could be scary for some people but if you’ve done enough research and preparation you should breeze through.

***Top Tip: Make eye contact as it shows confidence and professionalism!***

**Step Six: Maintaining A Good Relationship**

Maintaining the relationship with your sponsor is perhaps one of the most valuable things you can do as it’s in your best interest to make this a long term relationship. Here are a few tips which will help you stay on friendly terms:

* First and foremost is thanking them! After you have finalised the contract, get in touch to thank them and state that you are looking forward to working together.
* Closer to the end of the academic year, send them a more formal thank you card which includes a review of the year's successes and your interest in working together again next year. If your event got widespread coverage in newspapers, you could include links or cuttings to really hammer home the success of the event.
* Invite your sponsor to come along to your events, tournaments, performances, etc.
* Tell them how their money has been spent throughout the year and keep them informed of your successes.
* Provide them with all examples of where you were adhering to your end of the deal for example your ball tickets, programs, or branded adverts and posters.
* Ask if they would like to arrange a mid-contract meeting to conduct a formal feedback meeting. Use this opportunity to see if your sponsor is happy and how to keep them happy. Don’t lie, a bad reputation gets around and your group will certainly suffer.
* Make sure you stay honest and only enter into an agreement where both parties are satisfied with the contract.
* If things go wrong - be honest. Be prepared to return money if the project doesn’t go ahead. Do what you say you will; and next year the Society may benefit again. Companies will understand that things can go wrong and will respect a Society who is upfront about issues that arise.

**Important Points to Note**

1. As Bank of Ireland is a sponsor of UCC Societies, Societies are unable to seek funding from banking institutions. i.e. *AIB, PTSB, Ulster Bank, KBC* etc. Financial institutions & investment banks such as *KPMG, PWC, Citibank* etc. are permitted.
2. **Contracts are mandatory**. Should something go wrong (which does happen) for either party, this will be the first point of reference.
3. **All societies must forward on a copy of their sponsorship contract to the Finance Officer (finance@uccsocieties.ie) and Societies President (President@uccsocieties.ie).** This is for the protection of societies and those working with a sponsor.
4. Please remember to remain professional when in contact with potential and official sponsors. Likewise, sponsors should remain professional with Societies. In the event that you have any major issues dealing with sponsors please get in touch with the Societies Officer.

If you have any issues or queries, don’t hesitate to contact either the Finance Officer, President or Societies Officer. They are there to help you and make sure that the process is as smooth as possible for you and your society!

# Public Relationships & Social Media

Your society has a number of tools available to it to ensure correct and effective promotion of the society’s members, events and activities throughout the academic year.

## **Email**

Every society is given its own email address via the GSuite platform. Here, the society has access to Gmail, Google Sheets, Google Drive and other applications that can be used for society purposes. Emails are used as a marketing tool by many societies and can be the most effective way to reach your members. Mailing lists are automatically generated by the Portal and encompass all members of your society. Simply send your newsletter/marketing  to your society name – [announce@portalmail.ucc.ie](mailto:announce@portalmail.ucc.ie) (example: [data-announce@portalmail.ucc.ie](mailto:data-announce@portalmail.ucc.ie)) and your communication will be sent out to all your members.

The system will update as new members join your society as well so as your membership grows, the mailing list will grow with it. **Make sure that you put the email address in the ‘To’ field of the email instead of the ‘Bcc’ field.** If you ‘Bcc’ it, the system will code it as spam being sent to multiple mailing lists and hold it for moderation. The email addresses are all stored securely, so there are no GDPR issues to worry about with sending it in the ‘To’ field.

GDPR only becomes an issue when a member of the committee downloads/keeps a mailing list in a document on their own personal devices or shares these lists without consent of all those included on the list. If the society has ideas that they need to publish or broadcast to a large group of people that cannot be done over email, please speak to the Office first so that any potential GDPR violations can be avoided. All email correspondence is expected to be conducted with respect and integrity, as per the university’s code of conduct.

## **Social Media**

Social media is a powerful, less formal tool for marketing used by our societies. Most societies use Twitter, Instagram, LinkedIn and Facebook as part of their everyday society activity. Your society should only have **one page/account on each platform**. This ensures authenticity for the society, and avoids mixed messages being sent. Please do not set up new pages each academic year, the reality is there are probably a society can/cannot advertise. Under no circumstances should a society use alcohol as an incentive for attendance. This includes in poster design and event descriptions.

We can facilitate Takeovers on the @uccsocieties Instagram page to boost publicity on a specific society or event!

## **Graphic Design**

Societies often use graphic design websites such as Canva to create colourful and eye-catching posters to place around campus and advertise events on social media. It is important the posters contain the day, time and venue. The Public Relations Officer of the Societies Executive offers training on this for all Public Relations Officers near the start of the year. If you wish to place a poster on the notice boards around campus please bring them to the societies office to be stamped otherwise they will be removed.

**Note:** We are focused on sustainability here in UCC, so please take this into consideration when requesting printing. Only print what you need, can it be printed in black and white etc.

## **Branding Policy**

All social media accounts belonging to a UCC society must follow the branding guidelines as set out by the University. These guidelines are quite unrestrictive for the most part, however there are a couple of important points to note when looking at your society branding.

* All social media page titles must contain the words “UCC” and “Society” in the title of the page. For example, if the Trainspotting Society was setting up an Instagram page, the title on the page would be “UCC Trainspotting Society”. “UCC Trainspotting” or “Trainspotting Society” are not sufficient on their own.
* @ handles can be shortened to things like “@ucctrainspottingsoc” as long as the page title follows the point above.
* If you are using the UCC crest in any designs, you cannot modify the crest in any way. This covers all the images on the crest, the colours and the text

## **Online Safety**

* Don't click on unknown links sent to your society accounts or links under your society login , verify the intent first.
* Turn on login verification or two factor authentication.
* Have designated people logged in on social media to avoid confusion.
* Let people know if you are recording or taking pictures.
* Don't record personal information besides the portal.

# Health & Safety

Whilst societies are fun and interactive groups to engage in, it is important that the safety of everyone involved is maintained throughout. It is important to organise events based on your own competence, experience and certification to ensure members do not take part in events likely to cause harm.

The UCC Student Activity Health and Safety Policy can be found [here](https://www.ucc.ie/en/societies/constitutionpoliciesandplans/) and provides a framework for managing Health and Safety risks, which arise as a result of nonacademic, student led activity in University College Cork. All societies have agreed to abide by this policy and take reasonably practicable steps to safeguard the health, safety and welfare of all personnel impacted by the student led activity.

## **Risk Assessments**

In order for any event to go ahead, a Risk Assessment (RA) form must be completed by the society and then approved by the Health and Safety Officer. This applies to events both on-campus and off-campus, as well as foreign trips.

A fully completed RA form is required for all society in-person events on or off campus. This form can be found under “[Administrative Documents](https://www.ucc.ie/en/societies/committeeresources/secondary/)” on the website and must be submitted at least two weeks before the date of the event. **Do note, that you cannot advertise your event, book a room or sell tickets until your RA form has been approved, so it is recommended to get them in as soon as possible.**

Do note that RA forms can be used for multiple events e.g. where a society has multiple guest speaker events in the same venue, a single RA form can be used for all of these events on a recurring basis once the Health and Safety Officer has approved this.

### **Filling out a Risk Assessment Form**

* Ensure that you include as much detail as possible to maximise the chances of approval.
* Usually, accounting for 3-4 potential risks is sufficient once reasonably explained.
* For events such as conferences or foreign trips, more detailed information is required.

Please note that the [student health declaration form](https://www.ucc.ie/en/societies/committeeresources/secondary/) must also be completed by each student going on an overnight trip. The documents must be kept confidential unless required and returned to the societies office after the trip for shredding.F

## **Safety Statements**

At the start of every academic year, you must fill out a Safety Statement form, which outlines your health and safety plan for the year. This is mandatory for every society, but only needs to be completed once. Ensure sufficient detail is provided. The form can be found [here.](https://www.ucc.ie/en/societies/committeeresources/secondary/)

# Foreign Trips

Every year, many societies avail of the opportunity to take their members abroad for a variety of reasons. In order to properly facilitate a foreign trip, the following processes must be adhered to. When on a trip away it is important to remember that you are representing both UCC and your society!

## **Foreign Trip Proposal**

If a society wishes to make a trip abroad a Foreign Trip Proposal (FTP) must be completed and sent to the Health and Safety Officer and the Societies Officer. The form can be found [here](https://www.ucc.ie/en/societies/committeeresources/secondary/). The FTP includes questions about the purpose of the trip, how many members are intending to travel, estimated costs and other important information related to travel abroad. It is important to note that the purpose of any foreign trip must be relevant to the society that is applying and serve some purpose towards the development of the society. **UCC Societies cannot support trips with no developmental purpose for the Society/Society members**

Once your FTP has been submitted, the Societies Officer will bring it to a meeting of the Societies Executive for review. At this stage, the Executive will vote to either approve or deny the FTP and the societies officer will relay their decision back to you.

Once the trip has been approved by the Societies Executive and the Health and Safety Officer you can start to plan the trip. It is important to ensure all students who wish to travel are actually members of your society, this can be checked on the portal. Two weeks prior to the trip, it is important to confirm the following information with the Societies Officer as this information may not have been confirmed at the time the trip was approved:

1. The finalised day-by-day itinerary for the trip

2. Flight details

3. Accommodation name, address and contact number

4. Details of nearest Embassy and Hospital

5. Screenshots of travelling members membership profile on the portal to ensure they are registered members of your society, their contact number and their ‘in case of emergency’ contact name & phone number

6. The last 4 digits of European Health Insurance Card (EHIC formerly E111) numbers for each EU citizen travelling (if the trip is within Europe). It is important for any travelling EU citizens to carry their EHIC with them as it is immediately recognised and will ensure faster treatment. All non-EU students will be covered by our own Foreign Travel Insurance policy. This policy will also cover any member who has to attend a private hospital where EHIC is not accepted. Please ensure you request the policy number from the team in the societies office prior to travel.

Following the trip is important to complete the foreign trip feedback form [here](https://docs.google.com/forms/d/e/1FAIpQLSdp2GO-NFrUZWxOIXnWqcfD-AJ0qumwJ9B2dglFeqpyasHLmg/viewform?usp=sf_link) no more than 7 days after the trip. The aim of the feedback form is to promote the benefits of the trip, identify any issues and potentially learn any lessons for further trips.

**Additional checklist for foreign trips**

* Check any visa requirements and make the necessary arrangements.
* Ensure members passports are in date and will remain in date for 6 months after arrival at your destination (some countries require this).
* Check if any vaccinations are required and make arrangements for members to get these and carry documentation on the trip.

**Funding for Foreign Trips**

The Societies Executive Finance Committee can grant funding towards competitive trips abroad in line with the Schedule of Allowances.

If you are applying for funding for a competitive trip abroad, the funding request must be submitted to the Finance Committee a minimum of three weeks in advance of the funding being needed. It is strongly advised that you put in a funding request as soon as you are aware of how much you will be applying for so that the committee has ample time to review the funding request.

For non-competitive trips abroad, the Societies Executive can grant funding for *up to* five trips each year. Funding for these trips is granted based on a Non-Competitive Trip (NCT) Application Form which is reviewed at a meeting of the Societies Executive. The Executive can award funding to a maximum of five societies each year but are not obliged to grant funding to any societies if they do not feel any trip merits it. If a society receives non-competitive trip funding, they are ineligible to apply for funding in the following academic year.

Please note that the [student health declaration form](https://www.ucc.ie/en/societies/committeeresources/secondary/) should be completed by each student going on an overnight trip. The documents must be kept confidential unless required and returned to the societies office after travel for shredding.

# Policies & Sanctions

# **SOCIETIES ALCOHOL POLICY**

The following points have been drawn from the UCC Alcohol Policy.

* Societies must not advertise drink deals or use alcohol as an incentive to attend an event.
* Societies must not promote consumption of alcohol whether through:

1. direct alcohol promotion/advertisement
2. allusion to harmful alcoholic consumption or
3. the usage of language/imagery deemed by the Societies
4. Executive deems to be encouraging alcohol consumption.

* Societies are not allowed to receive sponsorship from alcohol companies/brands/producers
* Societies advertising of alcohol is limited to the advertising of brand names of beers, stout, spirits, or the name of the manufacturers e.g., Jameson Film Fest (if unsure about these points please contact the Societies Exec).
* No Pub Crawls to be advertised by societies.
* ‘Mystery Tours’ are banned.

The societies office checks and stamps every poster to ensure they adhere to the above rules. If a society is in breach of these rules, they must remove the offense on their promotional material before bringing it back to the societies office to be stamped. If a society is found to be in breach of these rules the following penalties apply:

* Fliers - Fine will be decided on a case-by-case basis, depending on the severity of the offence.
* Email / Official Society Social Media Account - The severity of the offence shall be established by a vote at Societies Executive.

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# **BULLYING & HARASSMENT POLICY**

(Passed at Societies Senate November 2014)

This policy outlines the definitions of behaviour that UCC Societies views as discriminatory and unacceptable. This policy also outlines how to create a safe and friendly environment in the hub, at society events and on society trips outside of Cork. Finally, UCC Societies complaints mechanism and the process for disciplinary action are outlined.

**UCC Societies Notes:**

1. All students have the right to enjoy societies without fear of bullying or harassment of any sort.
2. That UCC Societies has a duty to all societies’ members to create a safe, caring, and inclusive environment where all students are treated equally.
3. All University policies in relation to bullying and harassment such as the Student Charter, Duty of Respect and Right to Dignity Policy and the Student Rules.
4. All definitions and rules herein apply to all societies and the Societies Executive.

**Definitions:**

1. Harassment is defined as any form of unwanted conduct related to any discriminatory grounds, if the conduct has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The discrimination can be marital status, gender, gender identity, religion, sexual orientation, race, family status, membership of the Traveller community and family status (this list is not exhaustive).
2. Common harassment behaviour can be the following but is not limited to; unwelcome physical contact, inappropriate looks, comments, or suggestions, interfering with or damage to property, threats or extortion, comments, gestures, jokes or displaying or circulating offensive material, hostile attitudes, practices, or structures which discriminate against an individual or group of persons.
3. Sexual harassment is defined as any form of unwanted verbal, nonverbal or physical conduct of a sexual nature, if the conduct has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.
4. Common sexual harassment behaviour includes, but is not limited to; verbal or physical advances, requesting sexual favours, asking about someone’s sexual preferences, fantasies or activities, asking someone about their sexual orientation in an aggressive manner, asking someone their gender identity in an aggressive manner, repeatedly asking for a date after someone has expressed lack of interest, unwelcome patting, hugging or touching someone’s body, hair or clothing, making comments, jokes, sexual innuendo, or displaying or circulating offensive and/or pornographic material, making disparaging remarks to someone about their gender or body.
5. Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which can reasonably be regarded as undermining the individual’s right to dignity. An isolated incident of the behaviour described in this definition may be an affront to a person's dignity but as a once off incident is not considered bullying.
6. Common bullying behaviour includes but is not limited to; unreasonably blocking someone’s progress or advancement, persistent picking on someone, manipulation of someone’s reputation, manipulating the nature of someone’s work or ability of someone to do their work, social exclusion or isolation, unwarranted or constant criticism, preventing someone from speaking, shouting, public reprimands, rages or insults, unwanted physical contact, physical abuse or threats of abuse to an individual or an individual’s property, undermining an individual’s work or self-esteem, verbal abuse/insults, intimidation, aggression, humiliation and blame for things beyond the person’s control.

**THE HUB USAGE POLICY**

* Smoking and the use of e-cigarettes is prohibited in the building and in the immediate area outside the Societies and Clubs space.
* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.
* Refrain from reserving spaces in the space. This is a communal area.

**Conduct within Space**

*Students can expect:*

* A space conducive to Societies and Clubs Committee work/ collaboration and networking.
* A safe environment that meets acceptable standards of health, safety and cleanliness.
* Their needs to be addressed regardless of gender, disability, religion, race, age, marital or family status or sexual preference.
* To participate fully in University activities without fear and free from discrimination.
* To be treated with courtesy and respect in an environment free from harassment and abuse of power.

*The Societies and Clubs Office can expect Students:*

* To treat all staff and fellow students with courtesy and respect without regard to gender, disability, religion, race, age, marital or family status or sexual preference.
* Not to harass or discriminate against staff or other students.
* To immediately advise appropriate staff if they have concerns for their personal safety.
* To adhere to the highest ethical standards in language and behaviour.
* To adhere to all general and academic rules, regulations and Codes of Practice as set down in University publications.
* To behave in a seemly and orderly manner
* To be sensitive to the needs of others and consider the good reputation of the University

***Sanctions for breaching Space Rules:***

For the following rules, the three strike process outlined are the current sanctions:

* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.

*Three strike process:*

First Strike: Written Warning to individual

Second Strike: Written Warning to individual and relevant club/society

Third Strike: Individual banned from the space for the remainder of the semester

*Remaining space rules:*

Reservation of Spaces:

Verbal Warning and asked to leave for the rest of the day

Printing of non-relevant documents:

The individual will be charged the printing costs and will be restricted entry to the space for a two week period

Breaching code of conduct as outlined in ‘*The Societies and Clubs Office can expect Students:’* section will not be tolerated. Implications of breaching the code will be at the discretion of the relevant executive.

**SOCIETY EVENTS**

All students should be able to attend a society’s event without fear of bullying or harassment. There are a wide variety of events on campus such as speakers, quizzes, and debates. Although most speakers will not be using language that may cause offence or discrimination it is important to make sure that speakers are aware of UCC Societies Bullying and Discrimination Policy. With regard to quizzes, make sure that an MC’s joke does not stray over the line to being discriminatory. Debates are naturally quite heated, and this is the way that they should be. It makes the event more enjoyable for everyone. Having said this though it is important that no speaker or member of the audience use the setting of a debate to get abusive, personal, or aggressive.

**COMPLAINTS PROCEDURE**

In the event a society member would like to make a complaint against another society member, a member of the Societies Executive or a society within UCC, the following procedure will apply:

At the first instance, the complainant should contact their Society Executive Representative, Societies President or Societies Officer to discuss the alleged complaint with them briefly and informally.

If required, the complainant may be asked to fill out the UCC Societies Complaint form which can be found [here](https://www.ucc.ie/en/societies/committeeresources/secondary/). Once signed, the complainant will then discuss matters in full with the Societies President and Societies Officer. It should be noted that UCC Societies can only deal with complaints of breach of societies rules, policies, and procedures. Any documentation gathered by UCC Societies during the consideration of the complaint, including the original complaint form may be forwarded to Campus Watch if appropriate. This may not preclude an informal resolution to the complaint but may invoke a formal resolution process.

Note: The discretion to forward the complaint to Campus Watch may be exercised by the Societies President or Societies Officer where it may be alleged that a student has breached the UCC student rules.

Statements, letters, and other communications shall be confidential to those involved in the procedure to the greatest extent possible, compliant with entitlement of the Complainant and Respondent to the full disclosure to them of all relevant documents. Complaints that are received into an email account shall only be forwarded to relevant parties such as the Societies Officer and the Societies President.

**Student Community Support (SCS)**

For society balls, Student Community Support is required. Student Community Support members are present at balls to help ensure the safety and wellbeing of students in attendance at society balls. Each society is responsible for contacting Tekken to request SCS staff for the ball. The society could have their event cancelled if SCS is not applied for a relevant event. Please note SCS staff are separate from security staff. SCS are employed to provide non-judgmental support to students who may find themselves in vulnerable or unsafe situations at UCC Societies/Clubs and SU Balls & larger events. The service is not, under any circumstances, a replacement of any security services, or any emergency services. SCS is in place at these events to provide assistance to students in a vulnerable position due to substance use, injury, assault, or any other personal emergency. It is important to note that SCS is not, under any circumstances, a replacement of any security services, or any emergency services. The following ratio is agreed in conjunction with UCC, UCC Students’ Union, UCC Societies Executive, and UCC Clubs Executive for all events and functions

* Less than 200 event attendees or less 2 SCS members
* 200- 500 event attendees- Team of 3 x SCS required
* 500-1000 event attendees- Team of 4 x SCS required
* 1000- 1500 event attendees- Team of 4 x SCS required

The event organisers will delegate a point of contact (generally a committee member in the case of societies/ clubs and a staff member in the case of the students’ union) to take responsibility for the oversight of the SCS activities at the event and liaise with the Tekken staff.

Requests for SCS staff can be made with TEKKEN at the same time that security for the event is being arranged with the company. If your event is being held in a location where TEKKEN are not the designated security company you will need to arrange SCS separately with TEKKEN by ringing the office (021 4849041)

The individual groups: i.e the Students’ Union, Societies, Clubs, that hire SCS for an event and make use of their services are ultimately responsible for paying the individuals working as SCS at their event(s).

For further info on SCS you can read the Service Level Agreement between TEKKEN and the Socs Office [here.](https://www.ucc.ie/en/societies/committeeresources/secondary/)

# **SANCTIONS**

## **GDPR & Alcohol Policy Sanctions**

In the event of a breach of either the GDPR Policy or Alcohol Promotion & Sponsorship Policies, the following sanctions can be imposed by a vote at a meeting of the Societies Executive:

**First Offence:**

* Minor Offence: €175 fine
* Serious Offence: €350 fine

**Second Offence:**

* Minor Offence: €375 fine
* Serious Offence: €750 fine

**Third Offence:**

* The society will be put on a probationary period until the end of the semester and will not be allowed to hold events.

Note: An A4 letter appealing the sanction may be sent to President@uccsocieties.ie within 48 hours of the initial notification of the fine for review by the Societies Executive.

Note: All fines will be donated to the Raise and Give Week Charities.

**First Offence - one of the following three options:**

* 10% of Society’s Current Balance
* 10% of Society’s allocated Societies Executive Funding
* 1-week suspension from the societies portal

**Second Offence - One of the following three options:**

* 25% of Society’s Current Balance
* 25% of Society’s allocated Societies Executive Funding
* 2-week suspension from the Societies Portal

**Third Offence:**

* The society will be put on a probationary period until the end of the semester and will not be permitted to hold events

An A4 letter appealing the sanction may be sent within 48 hours of receipt of notification of the sanction to president@uccsocieties.ie. This will then be brought to the attention of the Independent Appeals Board. All fines will be donated to the Raise & Give Week Charities.

**GDPR Policy**

**What is GDPR?**

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA areas.

**Principles of GDPR**

Each person is given ownership over their personal data. Organisations requesting data from people (i.e Societies Sign Ups) must ensure that the data is collected for a specific purpose, is only used for that purpose and is stored securely.

Organisations (Data Controllers) must ensure that personal data is used properly and must put measures in place that ensures the data is secure.

**What does GDPR mean for my society?**

GDPR means that there are more rules on how societies collect, store and use data. For us in societies, it means that there are more rules and responsibilities that we have to follow.

Some of these are:

## **Emails**

All emails MUST USE BCC! When you send emails out to your members you cannot use the recipient or CC fields! All email addresses must be put into the BCC Field!

**Why:** Emails sent where the email addresses are not put into the BCC Field will show everyone's email address! Imagine if 200 strangers suddenly are able to see your personal student email? What happens if one of them grabs all of the other emails and signs them up to something else without their permission!

**Right to Unsubscribe**

All emails sent to society members/ using a mailing list must include an option to unsubscribe. This can either be a link to a google form or can be an instruction at the end of every email telling recipients to reply with “unsubscribe”.

Requests to “Unsubscribe” must be completed as soon as possible! Imagine how annoying it would be if a student unsubscribed from a society but still got emails weeks later! That is a breach of GDPR!

**Mailing Lists:**

All UCC Societies have a Society Mailing List set up for them. The UCC Societies Executive Highly recommends that all societies use the provided mailing lists because

* They automatically avoid the Issues of not using BCC
* They make it easy for members to unsubscribe (Once they click the link it is automatic vs having a member of the committee constantly removing people from a list)
* The UCC Societies Admin spent a lot of time making these and you should never disappoint them!!

Please note that All Societies should send out an Email at the Start of the College Year (August - BEFORE SOCIETIES DAY) reminding students that they can unsubscribe using the link. This isn’t to strip you of your hard earned members, but it is to let students who have become disengaged with the society (either by lack of interest or graduation) to know that they can opt out (which saves you the hassle of handling their unsubscribe request during exams)

**Sign-Ups:**

All Society signups must now be done directly on the UCC societies portal! They can be done by:

1. Scanning their Student card with your society scanner set to pass the data directly to the societies portal Do NOT scan their data into an Excel Spreadsheet
2. Getting the student to enter their data directly onto the portal manually.

If you don't have a Laptop - Call into the societies office in the hub and ask for sign up sheets. These sheets must be stamped and signed out by the Societies Officer. You can then use these sheets to collect sign ups. You must then manually enter the data into the portal ASAP and return the sheets! There are consequences for sheets not returned immediately!

**Why is this important:**

Students give us data to sign up to our societies. UCC owns this data. If we take our signups on any sheet of paper, Google Doc or excel sheet then UCC/ Societies have no clue if the data is secure. What happens if an angry committee member has all of that sign up data and uses it to sign those students up to something horrendous? This is a massive breach of GDPR!

**Third Party Websites/Services:**

All societies must abide by the data protection rules set out by UCC as such the use of third party services which take student data is not allowed unless specific permission is given.

MailChimp is not allowed! No Society is permitted to share student data with third party services! Doing so is a breach of the policy.

**Event Photos:**

Photos taken of Society members at events are subject to the rules of GDPR. In order to be a GDPR Compliant As possible your society should have at least one of these (If not all):

* A Checkbox on any Sign-Up forms / Ticket Page (mandatory) where the Society members give explicit consent for the use of their pictures taken at an event.
* Physical Signed forms for Trips / Longer events
* A Notice posted on any Event Posters / Social media posts (Event Pages) explaining that photos taken at the event may be used for social media etc
* Multiple A4 Notices posted in the event location informing Attendees that photos may be taken of them which may be used for Social Media/Marketing purposes.

As part of GDPR any attendee has the right to contact you and request the removal of a photo of them. If your society receives such a request please remove the photo immediately.

**Why this is important:**

Photos of a person are considered their personal data/property and are protected under GDPR. Like their contact details, an event attendee must give consent for the collection, storage and use of the photos they are in otherwise, their rights under GDPR have been violated.

A breach in GDPR must be logged with the Societies Officer **within 48 hours of the offence,** who will then report it to university authorities. If a breach is logged, penalties will apply which will be decided by the Societies Executive.

## **Resources:**

| GDPR Penalties | <https://www.itgovernance.eu/en-ie/dpa-and-gdpr-penalties-ie> |
| --- | --- |
| UCC Data Protection Policies | <https://www.ucc.ie/en/ocla/comp/data/> |
| Societies Officer Contact | Societies Officer ([societiesofficer@uccsocieties.ie](mailto:societiesofficer@uccsocieties.ie)) |

## 

# Executive Events

Every year the Societies Executive hosts a number of events. These events range from administrative events such as the Societies Senate and various Trainings, to recruitment events such as Societies Day. It’s very important that you keep an eye on emails from the Societies President so that you’re aware well in advance of an event happening and can make any necessary preparations.

## **Freshers’ Fest**

This event is designed specifically for First Year students to get a taste of the various societies on campus and usually takes place on the weekend preceding the start of the academic year. You will be sent an email about registering for the event in August. Your society can set up a stand and promote your first events of the year.

## **Societies Day**

Every year during Freshers Week (usually on the Wednesday), the Societies Executive will host a Societies Day. Students can come along and meet with Societies and sign up to as many as they like. It gives them an opportunity to meet with you, ask any questions about what your Society does and, if you’re particularly persuasive, sign up to your mailing list there and then! First impressions are key, so make sure you attend both Freshers’ Fest and the Societies Day!

The Societies President will send out the details of Societies Day well in advance and will usually include a sign up sheet. Spaces are allocated on a first come, first served basis. However, societies who aren’t able to get set up in the venue can usually be accommodated in the Marquee outside the Hub.

A Societies Day is also usually run during Refreshers’ Week (the first week of Semester 2) and follows a similar format. However, as this day is shared with both Clubs and Societies, spaces are even more limited so be sure to keep an eye on emails from the President.

## **Societies Senate**

Constitutionally, the Societies Executive is required to hold Societies Senate four times a year. Societies Senate is a gathering of all of the Societies in a council-like environment. The Senate is chaired by an Ex-Officio, a UCC Societies alumnus who is elected by the Societies Guild to oversee both the Senate proceedings and be the impartial moderator of any elections that may occur.

The Senate gives you an opportunity to see what your elected representatives on the Societies Executive have been doing and gives you the opportunity to raise any issues directly with them. It also gives the Executive a chance to bring important points to the attention of all the societies in a space that also allows for clarification.

A week in advance of the Senate, the Societies Executive Secretary will call for any agenda items that societies may want to raise. Then once an agenda has been completed, this will be sent out along with the officer reports of the members of the Executive.

Each of the 9 officers on the Societies Executive will provide a report summarising what they have done in their role since the last Senate. After they have gone through their report, an opportunity will be given for anybody present to address any questions to the relevant officer.

The Senate is minuted by the Societies Executive Secretary and the minutes are circulated afterwards. It is mandatory for every society to send a representative to the Senate. You may also send up to two non-voting observing members.

# Awards

# **UCC STARS AWARDS**

The Stars Awards are hosted by the Societies Executive on an annual basis. They are held to recognise and commend the drive, commitment and work ethic shown by students. Awards are issued in the following categories:

* Best Intervarsity
* Most Improved Society
* Best New Society
* Best Society
* Best Social Society
* Best Political & Activism Society
* Best Cultural & Debating Society
* Best SEFS Society
* Best M & H Society
* Best Charitable & Religious Society
* Best Creative Society
* Best Social Event
* Best Political , Activism & Event
* Best Creative Event
* Best Collab
* Best Financial Management
* Best Mental Health Promotion
* Best Publicity Campaign
* Best Community Engagement
* Best Online Event
* Best Green Initiative
* Best Social Media Presence
* Best Innovation
* Best Poster
* Best promo Video
* Best Photo
* Societies Choice
* STAR Individual Awardees
* Best Society Publication
* Accessibility Award

Each year, the deadline for awards will be announced and the applications will be sent out to each society. These applications will consist of a written application worth 80% and a portfolio worth 20% which is a visual representation of your society. Anything beyond the given word counts will **not** be considered. Most of the applications are divided into sections so split up the applications between your committee.

# **BICS AWARDS**

Board of Irish College Societies (BICS) is a national organisation dedicated to promoting and rewarding societies across all third level institutes in Ireland. They also act as a support mechanism for society administrators promoting the sharing of information and implementation of best practice. The BICS Society of the Year Awards take place annually with the following award categories:

* Society of the Year
* Best Event
* Best Academic
* Most Improved Society
* Best Individual
* Best Fresher
* Best Mental Health Promoting Event
* Green Initiative
* Best Poster
* Best Publicity Campaign
* Best Society Promotional Video
* Best Society Photograph

More about the BICS Awards can be found [here](http://www.bics.ie). Those societies who are successful in the UCC Stars awards will be selected to represent UCC at the BICS awards.

## 

# Sample Email Layouts

## **APPENDIX A:** PHONE CALL Example

*Initial Phone Call:*

Student: Good morning, my name is Jane Doe and I’m phoning from the UCC Harry Potter

Appreciation Society. We are contacting local businesses to see if they are interested in working with our society on a sponsorship deal for the upcoming year and I was wondering if you can tell me who the most appropriate contact at your organisation is to speak to?

Secretary: That would probably be Mary, She is our marketing manager. Should I connect

you to her? Student: Yes please, thank you for your help.

*(Connect to Mary and introduce yourself the same way as you did when speaking to the receptionist)*

Mary: Thank you for thinking of us when considering your sponsorship for next year. What can I do for you?

Student: I’m wondering if you would be willing to consider our sponsorship proposal. We think it would be a really beneficial partnership because we can help you promote your new store in Cork and would love to work with you in the next academic year. What is the best way for me to talk to you about what we can offer you?

Mary: What would I get from this sponsorship?

Student: We have 300 members in our society. All of our members wear society hoodies which will carry your logo. We will put your logo on all promotional material which is given out during Freshers Week, societies day and before all of our promotional events throughout the year. We have a few more things which are included in our sponsorship proposal and if I can e-mail that over you can give it some further thought and perhaps show it to members of your marketing team?

Mary: You can e-mail me all the information and I’ll have a look at it when I get a chance. My e-mail address is mary@genericbusiness.ie.

Student: That sounds great. I’ll send over an e-mail and follow up with you in a few days

## 

## **APPENDIX B:** Cover Letter

Your Address

Telephone Number

Date

Name of contact person

Title

Name of Organisation

Address

Dear Name (or Sir/Madam as appropriate)

Opening Paragraph: Introduce yourself and your society. Your role within the society and the purpose of the letter:.

Second Paragraph: Then indicate the purpose for which you are applying for Sponsorship. Briefly explain why you choose this organisation as a potential sponsor. Relate the work of the society with the work of the business. Try to sell the opportunity to the business mentioning the exposure for the business and recent success that the society had. (Remember, you are seeking to persuade the reader to see you).

Third Paragraph: Refer to the fact that you have enclosed your Sponsorship proposal, and draw attention to any further points of relevance to your application.

Final Paragraph: Reiterate your interest and indicate your availability for a meeting/further discussion. Close your letter with a confident statement which will encourage a positive response.

Yours sincerely (or faithfully),

Your signature, (hand-written if applicable)

Your name, in block capitals

## **APPENDIX C:** Sample Email

*Subject:* Reach the student market and enhance your brand

Good Afternoon John,

I am contacting you from UCC Society X with regards to our end of year ball, which is coming up in June of this year. This event is a formal affair with the capacity to entertain 250 students. This ball sells out every year and this year will be no exception. I am writing to enquire whether your Highland Dress Company would be interested in sponsoring this prestigious event as many of our attendees will be hiring formal wear for the event and the marketing would be highly beneficial for your company. I have attached the sponsorship proposal as an attachment to this e-mail for your review and consideration. I will follow up with you next week to discuss any initial questions or comments you may have. I hope this event sounds like something you might like to sponsor, as we would love to have you on board.

Kind regards,

Joe Soap

Sponsorship Officer of Society X 23/24