Happy Friday!

It’s the third activities update of the term and wanted to talk to you about the following information.

1. **CSP Events Supervisors**
2. **Room bookings**
3. **Annual budgeting training**
4. **Committees- ADF, NAC, Trips and Tours**
5. **Recruitment of new staff for Activities**

**1.       CSP Event Supervisors**

We are pleased to announce we have employed a number of new student staff as **CSP Events Supervisors**. These Events Supervisors will be able to help support you and your event. They will be based in the Union and if there are any issues on the night of your activity, they will be there to help.

If there is a room booking clash, or if you need to move the partitions, or any other support on the night of your event, email [ICU-csp-eventsupervisor@ic.ac.uk](mailto:ICU-csp-eventsupervisor@ic.ac.uk) and our Events Supervisors will be there to help you out.

They are **not** responsible for booking rooms and only responsible for out of hours support on the night of your event. They will also liaise with the Union and the College regarding the events that are happening. Please use them as they are a great tool for the smooth running of your events.

**2.       Room Bookings**

We are happy to announce that we have gotten through the backlog of room bookings and are dealing with the regular bookings. This stage of the process means the bookings are moving much more quickly once submitted as we have significantly reduced the amount of waiting time. This leads us to be able to open up room bookings for next term now, so if you need any room bookings for the second term, you are now able to request them on Epix on eActivities. We will process these as fast as we can. If you have a large scale conference, please put all the dates and rooms you need in the request.

1. **Annual budgeting training**

As you are aware, we get societies to budget for the next academic year in the months of December and January. As such we are putting annual budgeting training on during these months which we expect at least one committee member (usually Treasurer) to attend this training session so you are aware of the process. The process will be slightly different this year, so really important for your CSP to attend. These can be found on the [**What’s On**](https://www.imperialcollegeunion.org/whats-on/listings/upcoming) page of the Union website.

1. **Committees- ADF, NAC, TOURS**

All of these committees, the Activities Development Fund, the New Activities Committee, and the Trips and Tours Funding are now open and are taking applications for their relevant remit. If you need to apply for additional funding, please apply [here](https://www.imperialcollegeunion.org/activities/running-club-society-or-project/activities-development-fund/activities-development-fund), if you would like to start a new society, please go [here](https://www.imperialcollegeunion.org/activities/start-something-new) and finally if you would you re going on a trip or a tour please go [here](https://www.imperialcollegeunion.org/activities/clubs-societies-projects/tours-reports).

1. **Recruitment of new staff in Activities**

As you are probably aware, due to various reasons, the Student Activities team is short staffed at this moment, in fact there is only one permanent member of staff right now in the team.  We are pleased to announce that the recruitment is going well and we are in the final stages. This means the likelihood is the new recruits will be with us either mid-December or early January. Please give the new team a big Imperial welcome when they do arrive. In the meantime, we are concentrating on allocating resources for the CSP’s.



*(Fig 1 A dog that budgets)*

And as always, if you do have any questions, we will be more than happy to help.

Enjoy the rest of your week and weekend!