

Happy Friday!

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

1. Volunteer training review
2. Minibuses updates
3. Storage
4. CSP event supervisors

## 1. Volunteer training review

The Students' Union is currently undertaking a full review of the training we provide for the volunteers we support across the organisation. We want to ensure that our training is effective so our staff can spend more time with you developing your projects and supporting you to fulfil your role. Because of this, we want to hear your opinion on what skills and knowledge you need to excel in your role. So, how can you get involved?

- Fill in the Volunteer Training Survey (*closes on the 13<sup>th</sup> March*) All students who fill in the Volunteer Training Survey will be entered into a prize draw to win either a [£100 Amazon Voucher](#) or [2 tickets to the Summer Ball!](#) The survey will take a maximum of 10 minutes to complete. Please [fill in the survey here](#).
- Attend a Volunteer Training Focus Group which are held on:
  - Thursday 27<sup>th</sup> February
  - Monday 2<sup>nd</sup> March
  - Tuesday 3<sup>rd</sup> March from 1 – 2pm.

All attendees will receive a £5 Amazon Gift Voucher. There are 10 spaces per focus group that will be first come first served. Please [sign up here](#) and we will confirm your place via email and calendar invite beforehand. This is your opportunity to review, shape and change the training you receive as volunteers so we can tailor the approach to each individual volunteer.

If you have any questions about this project or you wish to provide more detailed feedback, please email Rachel Sunderland, the Student Development Manager, [r.sunderland@imperial.ac.uk](mailto:r.sunderland@imperial.ac.uk).

## 2. Minibus updates

Just a reminder of a few things to do with minibuses and where we are with them

- Please be aware due to the demand in minibus requests we need all keys to be collected on the day of hire [only](#), of course the only exception for this will be for weekend hires, when keys can be collected on Friday.
- Please also remember to return the keys by the next working day. Next working day key returns are crucial for us to honour the following bookings as we have a limited number of keys per minibus. If we don't get the keys back it will affect the service, we can provide to other societies.
- From early March minibuses allocated to the South Kensington Campus car park will be given an allocated parking bay. South Ken College Car Parking will be tightening their

process and soon introduce parking fines for all users. This should mean our minibuses will always have their spaces available as vehicles parked on the minibus bays will be dealt with, reducing the need for CSP drivers to hunt for a parking space on campus. Each minibus will have its allocated bay number; this will be on the dashboard and eventually on the hire form too. CPS who park minibuses in the wrong bay may be fined, so it is important to make sure you are clear on the individual bay allocated to the minibus you have hired.

### 3. Storage issues

We have noticed a decline in Beit West Basement conditions and would like to encourage the fortunate CSP to have been allocated storage to observe some simple maintenance of this area,

- [No food](#)
- [No rubbish](#)
- [No unnecessary or redundant items and equipment](#)

We are also experiencing a pest problem there at this moment in time and so we are working on solutions for a clear out. This will involve getting the College to remove [everything](#) from the West Basement storage areas. (This won't include media suite and Sci-Fi library etc.) and storing the equipment in a temporary location. The College will then clean and pest proof the space and then return the equipment to the West Basement. It would be greatly beneficial for every society who uses that space to throw out the equipment that is not used, not appropriate to be there (sleeping bags etc.) or not useable. We may have to throw out equipment that looks unsalvageable and unclean so would be better if the societies know what equipment needs kept and what needs thrown away.

We are looking to start this process as soon as possible and will give you plenty of notice. We will also organise another waste amnesty so you can help this process. We guess the message is start this process now and help us keep the space clean.

### 4. CSP Events

As we are having several room issues with departments and Societies, please respect the room booking agreement that every society has signed up for. As a reminder, we have employed several 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-eventssupervisor@ic.ac.uk](mailto:icu-csp-eventssupervisor@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.

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!

# Student Activities Team

Tel: 020 7594 8060

***We currently operate in a nut and coconut free environment. We kindly ask all students, visitors and clients to refrain from bringing coconut products or nuts onto the premises.***

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Call us: 020 7594 8060  
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