Afternoon all,

It’s time for your second helping of Activities Updates, with lots of information on Welcome Week and planning for the beginning of the new academic year *(we’re sorry for the length)*.

1. *Welcome Fair: stall registration*
2. *Officer Academy: save the date*
3. *Wanna Go Wednesday: free CSP taster activities*
4. *Sports Trials: sports teams shoutout*
5. *Welcome Team: volunteers wanted!*
6. *Microsoft: CSP sharepoints*
7. *Sponsorship and Contracts: where to do they go*
8. *Minibus update*
9. *Kristie’s leaving us, but don’t be apREPhensive*
10. **Welcome Fair: stall registration**

As you should know, the Welcome Fair is the biggest exhibition of Clubs, Societies and Projects at Imperial. This is your chance to talk to new and returning students, market you activity and recruit newbies.

Don’t miss out in being a part of one of the largest events and **make sure you register for your stall** [**here**](https://www.imperialcollegeunion.org/activities/running-a-club-society-or-project/welcome-fair-2019)**.** You should also let us know your planned activities, risk assessments and any extra requirements you may have for the day.

If you don’t register for a stall, your CSP might miss out on a space at the Fair so get in quick! Registration for the fair is now open and will close at 23:59 on Wednesday 4 September.

1. **Officer Academy: save the date**

So, you’ve successfully secured your place on a committee and Welcome Fair is on the horizon. Now what…?

Officer Academy will provide you with the tools and knowledge to run your Club, Society or Project well, while providing useful tips to help you plan your year. Make sure you save the date for one of the two upcoming Officer Academies below!

* **Wednesday 25September** – Reynolds Building, Charing Cross
* **Friday 27September** – Beit Building, South Kensington.

Information on workshops, timings and registration will be announced the week commencing 2September.

1. **Wanna Go Wednesday: free CSP taster activities**

After the success of last year’s Wanna Go Wednesday, we’re bringing it back for its 2nd birthday - a day of taster activities for new and returning students to get involved in. This is your opportunity to really showcase your CSP.

Sessions run from 12:00-18:00 on Wednesday 2 October and fill up fast!

Find out more information and **sign up** [**here**](https://www.imperialcollegeunion.org/activities/running-a-club-society-or-project/welcome-fair-2019/wanna-go-wednesday) **by Monday 09 September, 09:00.**

Involvement in the day includes priority booking of space, a free welcome t-shirt for your club volunteer(s), promotion of your activity through the Welcome Hub and marketing flyers.

1. **Sports Trials: sports teams shoutout**

Sports Teams can register their team trial information for Wednesday 2 October NOW.

Click [here](https://imperial.eu.qualtrics.com/jfe/form/SV_2nsN22W3HvF3MRD) to fill out the form to provide your requirements and be included in the schedule. You’ll then be provided with a confirmation of your slot and marketing for Welcome Week to promote your session.

**Deadline to register for a Sports Trials session is Monday 2 September at 23.59.** Don’t miss out.

1. **Welcome Team: volunteers wanted!**

Have you got a couple of hours free during Welcome Week?

Do you want to give back to Imperial and be a friendly face for new students?

If you answers ‘yes’, join the Welcome Team! The Team is made up of current staff and students who support our new arrivals in their transition to life at Imperial. This is also a great opportunity to talk about Clubs, Societies & Projects (including yours).

**When:** 28th September – 6th October. You don’t have to volunteer the whole week, it can be a little as 2 hours!

**Interested?** Sign up now at: [www.imperialcollegeunion.org/welcome-team](http://www.imperialcollegeunion.org/welcome-team)

1. **Microsoft: CSP sharepoints**

All new chairs/treasurers have been added as owners of their CSP’s Microsoft Sharepoint.

To avoid interfering with ongoing CSP operations, the process has not removed any existing owners/members of the Sharepoint. The new Chair/Treasurer will need to remove anyone who no longer needs access themselves. Please make sure you do this in the interest of **GDPR.**

1. **Sponsorship and Contracts: where do they go**

For those of you that are currently in the process of acquiring sponsorship, please ensure you refer to our [*Sponsorship*](https://eactivities.union.ic.ac.uk/training/finance/sponsorship) guidance in the Union Training Hub. If you have any further queries, please contact Fifi, Deputy President (Finance & Services) at dpfs@imperial.ac.uk. Once a contract has been signed by all 3 parties (The Union, the sponsor and then your CSP Chair or Treasurer), please send your completed contract to csp.sponsorship@imperial.ac.uk.

1. **Minibus Update**

We are happy to introduce our new staff member - Gabi Fulton - who will be handling minibus inquiries and taking over Slavi's role. We are sure that you will make her feel welcome and be patient with her while she learns the ins and outs of the job.

**All future Minibus, Trips and Tours, Membership and First Aid questions should be sent to** **activities@ic.ac.uk****.** They will then be passed on to the relevant Activities Team Member.

1. **Kristie’s leaving us, but don’t be apREPhensive**

More changes within the Student Activities team, but don’t be apREPhensive (geddit?). Kristie, our Student Activities Coordinator (Development) will be moving across to the Education & Welfare team to take up the role of Representation Manager on an interim basis and we wanted to pass on a message from her to you:

*Dear Officers,*

*This is not a goodbye but a ‘see you around’. From today I will be moving from the Activities team to work in a different area of the Union, specifically Representation. I will miss working with you all in an Activities capacity, and I’ll really miss providing your monthly supply of doggos (big up ‘anonymous student’ for your meme game – you know who you are). I will aim to respond to any outstanding issues and requests this week, however please ensure you contact the* *Activities team* *for anything not already on my radar. Please feel free to send me a reminder email if you haven’t heard back by next week.*

*Until next time…Kristie (y)*

If you’ve made it this far, you’re a star! Thanks for the read.

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Until next time….

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| **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 Visit our website: [**imperial**college**union.**org](https://www.imperialcollegeunion.org/) |  |