Hello all and welcome to your first All-Club-Officer *Activities Update*!

Each month we [Student Activities team] provide an update on important dates & deadlines, and things relevant to all/the majority/maybe a few? of our 375+ Clubs, Societies & Projects (CSPs). You may remember that 01 August is when committee’s changeover, and you officially begin your term in office. We’re now six days in so we thought It’d be a good time to summarise what’s coming up:

1. Welcome Officers!
2. Financial Responsibility forms
3. Validation quizzes = eActivities access
4. Key lists: getting access to your storage area
5. Mailing lists & contacting your members
6. Yearly Room Bookings
7. Annual Budgeting & grant funding
8. Officer Academy: get inducted into your role!
9. Welcome Team: Volunteers wanted!
10. Goodbye Slavi, you will be missed
11. **Welcome Officers!**

Welcome to your year in office! Check out our [welcome video](https://imperiallondon.sharepoint.com/%3Av%3A/s/365-activitiesteam/Efz-67rdStREgGcGc54vgDwBuGS8jjDIrJ4G8WhTAkkvYQ?e=LrC8X5) to hear from other committee officers about their experience of CSP life at Imperial.

1. **Financial Responsibility forms**

Presidents and Treasurers are now able to sign and submit your CSPs Financial Responsibility form for the 2019/20 academic year. Copies of the form can be found at [www.imperialcollegeunion.org/forms](http://www.imperialcollegeunion.org/forms). This must be done before any financial transactions can be completed for your CSP.

1. **Validation quizzes = eActivities access**

All committee members will need to complete a series of online validation quizzes in order to be granted access to [eActivities](https://eactivities.union.ic.ac.uk/training/articles/68?collection=25), the Union finance & administration platform. You will need access in order to book rooms, process CSP finances and update your [CSP profile page](https://www.imperialcollegeunion.org/activities/a-to-z), among other things. To learn which each quiz relates to, have a look at the [*Committee support & quizzes*](https://eactivities.union.ic.ac.uk/training/articles/228?collection=25) article on the Union Training Hub.

1. **Key lists: getting access to your storage area**

You will also find that all key lists have reset for the 2019/20 academic year. This means that currently, no one in your CSP will be able to access your storage area on-campus. Only a Principal Officer within your CSP (Chair, Treasurer or Secretary) can update your key list. To learn how to update a key list, have a look at the [*Key Lists & rules*](https://eactivities.union.ic.ac.uk/training/articles/155) article on the Union Training Hub.

1. **Mailing lists & contacting your members**

Before contacting your members, once they have signed up of course, you will need to consider your responsibilities re: [Data Protection](https://eactivities.union.ic.ac.uk/training/email-website-systems/data-protection). Each year you should refresh your mailing list and delete any individuals that are no longer members (as displayed on your membership list on eActivities). The only exception is if you have explicit consent from the individual, stating that they consent to being contacted for ‘X amount of time’. Your CSP should record this consent digitally, either via a Microsoft Form or paper form that has been scanned and uploaded to your [CSP SharePoint](https://eactivities.union.ic.ac.uk/training/email-website-systems/office-365). You must check and see if you have a record of this consent *before* using your mailing list. This includes for contacting alumni.

1. **Yearly Room Bookings**

If you normally receive yearly bookings (regular weekly bookings in the same space), we’re currently working on allocating and confirming all of these. These include both room requests and pitch bookings. This year we’ve received a record number of requests for space. We should be able to send out your confirmations and any exception dates in September.

Ad Hoc bookings will not open until we have completed all yearly bookings. Therefore you can currently only book space up until the beginning of the new academic year through the [online portal](https://services.union.ic.ac.uk/support/index.php). We will contact you in regards to the further rooms and dates being released for bookings. We expect all CSP’s to read up on all things space and event related [here](https://eactivities.union.ic.ac.uk/training/facilities-and-spaces/room-bookings), *before* you start submitting your requests.

1. **Annual Budgeting & grant funding**

To see your CSPs Annual Budget for the 19/20 academic year, login to [eActivities](https://eactivities.union.ic.ac.uk/) and visit **Finance > Budgets > Annual Budgeting > Budget Submission > Previous Uploaded Budget Files**.

Your Annual budget was submitted by your outgoing committee (18/19), debated at length at the Clubs, Societies & Projects Board (CSPB), and championed by your Management Group/Constituent Union Representative over a process of 8 months. This budget is also used to work out how much [Union grant](https://eactivities.union.ic.ac.uk/training/articles/99) your CSP will receive. Your Annual Budget should be used as a guide when planning your 19/20 activities.

To view the amount of **Union grant** you have been allocated for 19/20, login to [eActivities](https://eactivities.union.ic.ac.uk/) and visit **Finance >** **Transaction Pages.** A box named ‘Grant (0)’ illustrating your grant allocation can be seen on the ‘Overview’ tab.

**NB**: If you are using a new version of Office 365 (*e.g. Office 365 ProPlus*), the ‘Actual Grant’ column will not display your grant allocation so please use the eActivities path (above) as an alternative.

1. **Officer Academy: Save the Date (Friday 27 September)**

For those of you that missed out on the June [*Officer Academy*](https://www.imperialcollegeunion.org/activities/running-a-club-society-or-project/officer-academy-2019) never fear! You will have another opportunity to attend, including a role-specific induction for all Principal Officers (Chair, Treasurer & Secretary). Save the date – Friday 27 September – and watch out for updated around how to register. We filled all 150 places in under a week this year so don’t miss out!

Thank you to those that completed the day evaluation – the winner of the prize draw for a £30 Amazon voucher is **Ria Patel**! Congratulations Ria, we will be in touch with your voucher.

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 answered ‘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. **Goodbye Slavi, you will be missed**

With every hello there comes a goodbye (that’s a thing, right?). Our wonderful Coordinator Slavi is leaving us shortly so we wanted to pass on a message from her to you:

*Dear Officers,*

*After almost 5 years at the Union (and an even longer time at Imperial) I will be moving on to a new job from the 1st of September. I wanted to sincerely thank each and every one of you for all your hard work, perseverance and patience over this (and previous) years. Even though we've had more than our fair share of frustrations, I have found my interactions with you all to be the best part of my job and have been continuously impressed and inspired by your work ethic and dedication to your Clubs and Societies. I hope that I've been able to help, at least a little bit, in making your roles easier. I will be doing my best to resolve any outstanding issues and requests while I am still here, but please, get in touch with me if there are any issues that I am not aware of, or if there is anything else I can do for you before I go. Otherwise, I leave you in the very capable hands of the rest of the Activities team, who will continue to support you in the year(s) to come.*

*Goodbye and good luck!*

*Slavi*



That’s it from us! As always, if you have any questions or troubles, you can contact the team on activities@imperial.ac.uk.

|  |
| --- |
| **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.*** |
| Imperial College UnionBeit Quadrangle, Prince Consort Road, London, SW7 2BBRegistered Charity No: 1151241 AA |  |
|  |  |
| Call us: 020 7594 8060 Visit our website: [**imperial**college**union.**org](https://www.imperialcollegeunion.org/) |  |