

The Community Volunteering Scheme and the role of Student Hubs

Summary

This paper seeks to clarify the Union's understanding of what the Community Volunteering Scheme should be considered to encompass, and describes the framework in which opportunities falling within the remit of the scheme will be managed. This paper also outlines the future role of Student Hubs within the extracurricular opportunities provided through the Union and recommends the adoption of a revised Memorandum of Understanding with Student Hubs.

Various working titles for schemes are used within this paper; these should not be taken to be the final names for extra-curricular engagement opportunities which we will use for communication with students upon launch.

Extracurricular engagement opportunities

It is important and necessary to define what the Community Volunteering Scheme actually is, especially within an wide provision of extracurricular engagement opportunities which are available (or planned to be available) through Imperial College Union. The breadth of opportunities for students to become engaged in extracurricular opportunities operated, facilitated or supported by Imperial College Union can be mapped on the chart below, whether these activities exist at this stage or are currently ideas under development.

Area	Description
Governance Opportunities	An elected member of Union Council, Student Trustee etc..
Constituent Unions & Management Groups	Carrying out an elected role within one of the Constituent Union or Management Group Committees
DepSocs & MSocs	Departmental societies offering a mainly social focus to mainly UG programmes. Masters Societies (MSoc) is a concept under consideration for PGT programmes following a similar model to DepSocs
Trips, Visits & Give-it-a-go	A new concept offering participation in an activity without the need to commit to membership of a student group where the activity is managed directly by the Union.
ICStartup	Launched in 2012, a joint project with Imperial Innovations to support ideas for companies devised by students
Clubs & Societies	Student led groups undertaking a specific activity with a membership requirement of 20
Projects	Student led groups undertaking a community based activity with a membership requirement of 5
RAG (Charity Fundraising)	Raising money for selected charities
One-off volunteering opportunities	Opportunities where students can participate in a volunteering opportunity as a one-off event, for example planting trees in a park
Volunteer brokerage	Matching students with suitable volunteering opportunities offered by other organisations, based on their interests, time available etc...
Outreach with schools	Undertaking work with school children, possibly to promote the opportunities offered by University
Student led campaigns	Facilitating short lived campaigning on single issues by small groups of students
Welfare Networks	Drawing together activities of various student groups and the Union's Welfare Officers
Student Academic Representatives	Providing academic representation by elected students across every student cohort throughout the College

The activities above are each at various stages within their life cycle, some highly developed such as Clubs & Societies while others are concepts under development for example the work around trips, visits and give-it a-go. Before considering what the Community Volunteering Scheme is it is useful to focus on two other areas as their place within the future extracurricular opportunities provision is relatively well understood: ICStartup and Outreach with schools, as well as some examples of good practice from the sector.

ICStartup

The Union's involvement with the concept of ICStartup is rooted in a successful bid to HEFCE to secure prize fund money to support student social enterprises; this process has been wrapped with a parallel digital enterprise competition headed by Imperial Innovations. The whole project is branded as ICStartup - <http://www.icstartup.com>. The Union's commitments extend to space provision only, which will expire on 31 August 2013. The Union will be

ceasing any further involvement with ICStartup at this point (should there be possibilities to continue to be involved) and devoting any work to supporting student entrepreneurship through SIFE and/or Imperial Entrepreneurs (both Union societies).

Outreach with schools

Outreach activities with schools can be classed into two broad groups:

- Activities to raise aspiration or attainment among potential applicants to university at Imperial or elsewhere, as defined through the College access agreement with OFFA,
- Activities which do not strictly meet the above definitions but work with school children. Which activities fit into this category are subject to debate, working with Key Stage 1 school children or providing support for reading may be examples.

Activities undertaken with school children carry a reputational risk for the College and by extension the Union. The quality of activity offered, the image and information portrayed as well as suitable training are key considerations. A coordinated approach to outreach activities is one which we should engage with, but one which should be ultimately owned by the College's Outreach office. The Union has a number of successful activities which work with school children (eg. IC Buddies, Women in SET) as well as activities which have been supported by Student Hubs (eg. School's Plus, Code Club).

Work is being undertaken with the anticipation that an agreement regarding how any outreach activities (which may be considered to contribute to the College's access agreement with OFFA) is established with the Outreach Office, with the intention that there will be a management process for student organised opportunities. Furthermore it may be necessary for the Union to develop a parallel and complementary process for managing activities which do not fall within the purview of the Outreach Office but which carry similar reputational risks.

The activities of any groups which currently exist under the banner of the Union and who work with school children can be reviewed in the context of this work. The emphasis through this process must be upon quality enhancement and not the restriction of activities or the stifling of ideas.

Going forward any future work with school children which the Union facilitates should be undertaken through one of the recognised involvement mechanisms (society, network, one-off volunteering opportunity etc..) and supported/monitored through the agreed quality control processes. For example if a group wish to use a space within the College there are various processes to go through which are agreed with the College, similar processes need putting in place to maintain the quality to outreach work.

An approach which could be taken would be to start (run by the Union) a scheme for placing students into local schools to undertake volunteer outreach activities. It is proposed to explicitly not take this route and not develop or promote large scale schemes at Imperial outside of those operated via the Outreach Office. A strength of the Union's extracurricular opportunities is the breadth of innovative ideas Imperial students can develop across a wide range of activities. Harnessing this breadth of activity to develop multiple outreach ideas which are specific to the opportunities we support should be developed instead of a generalist students' union outreach scheme.

Community Volunteering Elsewhere

It is useful to consider how community volunteering at other Institutions and students' unions operate within the context of establishing a definition for the Union's scheme. A number of institutions were contacted through the research process for this paper, four were considered by peer organisations to have a notable provision: UCL, Warwick, Edinburgh and Nottingham.

UCL offer an extensive volunteering scheme run by the students' union incorporating a brokerage service, one-off volunteering opportunities and student-led volunteering opportunities. These opportunities engage around 1,200 volunteers annually. Nottingham University manage a scheme with 3,500 student volunteer placements annually,

primarily through a brokerage model with 75 community organisations. In Edinburgh the Students' Association deliver a volunteer matching website with around 150 opportunities available at any one time, this is complemented by a scheme called eVOLve which offers different one-off volunteering opportunities each week. Warwick University operates a model where the focus is upon direct support to students who have organised volunteering projects. More details of each institution's approach are given in Appendix A.

There is no model answer to what the activities constitute a successful community volunteering scheme or whether the institution or students' union should operate the service. Common features do though include the provision of one-off, low commitment volunteering opportunities and for a form of brokerage service, matching students with certain interests to a bank of available opportunities. These are both areas in which the Union has a broad desire to operate.

Other schemes support activities directly delivered by students, what is commonly referred to as a student-led project. This is the particular focus of the current work at Warwick. Imperial College Union has a highly developed range of Clubs, Societies & Projects and has in the past year introduced mechanisms for supporting student-led campaigning, together with drawing together welfare activities offered by a range of student groups and the Union corporately under the banner of Welfare Networks, each within the broad remit of the Union's eight Welfare Officers. Support of the like offered currently by Warwick Volunteers is currently already in place within the Union; while continuous activity development is planned in this area, extensive increased support is arguably not necessary.

Distillation of the Community Volunteering Scheme

Considering the changes described in the previous section, the chart below maps where a definition of the Community Volunteering Scheme fits into the opportunities the Union currently has available or planned for the near future.

Distinguishing whether the form of engagement gives opportunities beyond just participating is a useful distinction. Broadly 'volunteering opportunities' can be defined where they exist for each group; volunteering is taken to be opportunities where individuals offer themselves willingly to provide a service and without pay. Within the Union's opportunities this would cover those students on the committees of Clubs, Societies & Projects, Student Academic Reps, those who participate within the Community Volunteering Scheme and a variety of others.

Area		Volunteering	Participating
Governance Opportunities		✓	
Constituent Unions & Management Groups		✓	
Trips, Visits & Give-it-a-go**			✓
Clubs, Societies & Projects	DepSocs & MSocs	✓	✓
	Clubs & Societies	✓	✓
	Projects	✓	✓
RAG (Charity Fundraising)		✓	✓
Community Volunteering Scheme**	One-off volunteering opportunities	✓	
	Volunteer brokerage	✓	
Student Led Campaigns		✓	
Welfare Networks		✓	
Student Academic Representatives		✓	

**Working titles

Defining who the Union's 'volunteers' actually are is important when considering our approach to achieving Investing in Volunteers status. Parallel work is currently being carried out to ascertain who the Union's Key Volunteers are – those roles which carry enhanced responsibilities.

This provides for a definition of our Community Volunteering Scheme which develops under two strands:

- One off volunteering opportunities organised by the Union which engage students in a one off project, ideally offering different opportunities but on a regular basis, for example Edinburgh University Students' Association operate the eVOLve scheme whereby a different mass engagement volunteer opportunity is carried out each week,
- Volunteer brokerage where the Union place students into volunteering opportunities with partner organisations.

It is very much envisaged that any opportunity offered through the Community Volunteering Scheme is local to Imperial's campuses and student conurbations. Various Union groups offer very successful overseas volunteering opportunities, devised themselves or through interaction with partners, these will remain within our Projects classification. It is not anticipated that any major change will be made to the way the Union approves, develops and supports Projects; the Community Volunteering Scheme operates in a different space.

Operating model of the Community Volunteering Scheme

An operating model for how opportunities offered to Imperial students through the Community Volunteering Scheme has been devised and is shown diagrammatically in Appendix B.

The model brings together the two operational areas (one-off opportunities and brokerage) under a unified brand, regardless of which organisation may be offering the opportunity. What students will see of the scheme is contained within the blue box in Appendix B. Community volunteering at Imperial will be a brand of the Union, the term *opportunities offered in partnership with X* will become the terminology used to promote and recognise individual partner organisations. Physical presence communication, for example a stand at Freshers' Fair, will be managed as the Community Volunteering Scheme, with presence of partner organisations' representatives if necessary.

Every opportunity offered through the scheme will go through a process of vetting to understand both the physical and reputational risks, before being advertised to students.

Most volunteering opportunities are offered by other organisations – ones the Union may choose to work with occasionally (primarily to offer the one-off opportunities) and others for whom the intention would be to build an ongoing relationship with, are described in the model as partner organisations. It is with these partner organisations that brokerage opportunities will be developed.

Very many good ideas for volunteering opportunities come from our students, some are best suited to a new club or campaign but others can be developed in conjunction with partner organisations to provide new opportunities which can be offered through the Community Volunteering Scheme. A triage process for distinguishing which ideas are best suited to which area of delivery has been included in the model. Experience has shown that many ideas will be generated from students and that having a process for developing them is an important aspect of the operating model.

All data relating to participants within the Community Volunteering Scheme will be managed by the Union, with details passed to partner organisations as necessary by the Union. One single system will be developed to manage all opportunities offered through the scheme, providing the necessary data capture. The elements to support both aspects of the scheme will need developing, but this functionality is well within the Union's IT capabilities and is scheduled into the development timeline.

The role of Student Hubs within the operating model

In December 2011 the Union has established a partnership with Student Hubs to offer volunteering opportunities to students within the ethical, environmental and social entrepreneurship spheres. The partnership is governed by a

Memorandum of Understanding which facilitates Student Hubs the opportunity to operate within the Imperial College Union banner, enjoying the same benefits as many of our student groups and having desk and office space available in the Union Building. The relationship with Student Hubs has cost the Union virtually nothing since it was established. A variety of activities and initiatives have been undertaken by the imperial branch of Student Hubs over the past 18 months, the key successes are contained within the Imperial Hub Impact Report (Appendix C).

It is a fair reflection that a lot has changed within the past 18 months. The partnership with Student Hubs was established at a time when the Union had no firm plans to develop the concept of volunteering 'in-house' and had arguably higher priority activities requiring additional resources. Furthermore a request to support this area of work had been declined by the College just over a year previously. The partnership when first established was an ideal way of delivering a volunteering provision with little to no cost to the Union through an established organisation. Over the lifetime of the partnership to date the Union has secured significant additional funding and managing a Community Volunteering Scheme has become one of the organisation's key strategic deliverables.

The work of Student Hubs can be considered to exist in three main areas: As a national provider of volunteering opportunities for students; as local support, fostering and supporting good new volunteering opportunities devised by Imperial students; and hosting events for students interested in the environment and sustainability, rights and development and social action.

By considering the work of Student Hubs in this way their activities fit well within the proposed operating model for the Community Volunteering Scheme. Firstly they are a partner organisation, offering national and regional opportunities for volunteering, for example the schools plus scheme. In this context the Union is matching Imperial students to opportunities offered by another organisation, or providing volunteers for a one-off event. In much the same way as the Union might offer opportunities to become involved Volunteer Reserve Officer with the Air Cadets or arrange for a group of volunteers to plant trees for the Woodland Trust. The key difference is that Student Hubs have some desk space within the Union Building, but long term this may be a model which could be established with other partner organisations as well.

The second area is more subtle and unique to Student Hubs; this involves supporting Imperial students to devise new volunteering opportunities which can be fed into the operating model. The key to success in this area is ongoing and regular dialogue about the opportunities which are at various stages of inception, separating them from what falls into other areas such as new societies and applying suitable control measures so that new opportunities undergo the necessary review processes being entering the operation stage. The day to day operation in this area is already underway with regular meetings to review ongoing and new activities between Student Hubs staff, Union staff and Sabbaticals. This process will be strengthened going forward and undertaken with reference to other established processes such as the initial review of new club and campaign applications.

Hosting events for students interested in the environment and sustainability, rights and development and social action is an area in which the Union doesn't specifically operate. There is some student interest in organising and attending events to promote ideas and share knowledge. The London Climate Forum (<http://www.londonclimateforum.org/>) was an event which attracted a wide range of students, anecdotally different in demographic to the Union's normal range of events. Similar events do take place, but are most often hosted by a Club or Society where the subject matter is closely related to the activities of the Club or Society, for example the highly successful annual Trauma Conference organised by the surgical society.

Events of this nature carry both a reputational and physical risk; these risks are relatively simple to manage through our Club, Society & Project structures, especially for the navigation of the myriad of College procedures. These activities of Student Hubs fall well within the remit of the Welfare Networks, an area in which the Union has the resources to manage and support the events being planned. Having a visible output such as a conference to some of our Welfare Networks should help consolidate the concept moving forward.

By considering Student Hubs as one of a number of partner organisations the concept of the necessary data capture becomes somewhat easier to understand. All opportunities offered to Imperial students by Student Hubs will be advertised and managed via systems operated by the Union. The data capture and monitoring of take-up required by the Union can then be easily undertaken, as it can be for any other organisation the Union begins to work with.

Student Hubs communicate with students who are involved in their activities, most notably through an email newsletter. This updates on their work through the network of Hubs and advertises additional opportunities. Virtually every organisation using volunteers has a similar communication stream. Acceptance that students may find opportunities beyond the routes the Union offers through the Community Volunteering Scheme must occur. For example if an individual were to volunteer with GGUK they'll receive regular information about additional opportunities. While the Union can ensure the systems and communication are designed to capture all students taking up opportunities with any of the partner organisations this scenario cannot completely be prevented from occurring. Fostering long term relationships between Imperial students and voluntary organisations should be considered a positive long term output of the scheme.

The key change in the way the activities of Student Hubs operate within Imperial is adherence to the operating model described previously and shown in Appendix B. Student Hubs will in future be operating within the model. Appendix D is an annotation of Appendix B, showing the areas within the model where we perceive the activities of Student Hubs to take place. The main differences going forward will be that any opportunity offered by Student Hubs to Imperial students will undergo a risk management process by the Union, to ensure both its physical and reputational safety, but also that it does not conflict with other established or planned activities of the Union or its constituent parts. All opportunities offered by Student Hubs being promoted to Imperial students will be reviewed before they are advertised and advertisement will primarily be via our communication streams, in particular the Union website. The Union will also reserve the right to halt any activities being offered by Student Hubs to Imperial students if there is reason to do so.

Appendix E contains the revised Memorandum of Understanding with Student Hubs which reflects the changes described in this paper, with Appendix F detailing an updated list of services provided by the Union to Student Hubs. This draft Memorandum of Understanding has been agreed by Student Hubs.

Moving forward

The Union's overall strategic objective for this area is that by July 2016 1,000 students will be participating in the Community Volunteer Scheme annually. The preliminary objective for next year will be to have 200 students participate in the scheme; the Imperial Hub Impact Report (Appendix C) highlights that volunteer uptake of opportunities in excess of this number have been undertaken over the past 18 months through their activities, so this target is certainly not unachievable.

The main focus for the next six months will be the launch of the consolidated approach to the Community Volunteering Scheme, the marketing and IT resources to support this work, together with establishing the detailed processes to ensure the operating model (Appendix B) works. The change will not occur instantaneously, from a student perspective the brand of a Union Community Volunteering Scheme is unlikely to be communicated before September 2013 when materials aimed towards new students are published. Much of the process work, especially the detailed analysis of individual volunteering opportunities, can begin straight away.

There are a number of other underpinning services for which development will need to be undertaken to ensure the scheme is successful and robust when launched. Namely: the objectives for, and format of, briefing and training opportunities; the Union's approach to providing CRB checks for students involved within the scheme; maintaining on-going communication with scheme participants; establishing the level and regularity of monitoring information

and ensuring the systems developed support this; as well as ensuring our services to scheme participants, such as the Volunteer Development Scheme, are applicable, open and communicated. None of these pieces of work are monumental and the Union has reasonably large experience to draw on from management of Clubs, Societies & Projects, as well as Student Academic Representatives.

Student Hubs is currently the Union's only partner organisation, while relationships with other partner organisations are likely to be of a smaller nature, there is a need to begin identification of such groups if this approach is agreeable. Student Hubs operate in a relatively confined area of the volunteering sector, early work will focus on building links in other areas with the objective that by July 2014 the Union will have established partnerships with a number of other organisations to offer a reasonable number of volunteering opportunities to Imperial students.

Conclusions and recommendations

This paper has outlined the future operational model for the Union's Community Volunteering Scheme and outlined how the work of Student Hubs at Imperial will fit into the model. It is a fair reflection that at present the only partner organisation the Union has a relationship with for offering external volunteering opportunities to students is Student Hubs. Maintaining our relationship with Student hubs is important at this stage in the development of our Community Volunteering Scheme.

It is recommended that:

- The Community Volunteering Scheme is developed under two strands: regular one-off volunteering opportunities and a brokerage service, following the operating model presented in Appendix B.
- The revised Memorandum of Understanding with Student Hubs, contained within Appendix E and Appendix F, is approved by the Trustee Board.
- The next review of the Memorandum of Understanding with Student Hubs should take place at the Trustee Board's meeting in May 2014.

The coming months will see work undertaken to ensure the scheme is ready for launch around the start of the 2013/14 academic year. An important aspect of the future development of this scheme will be the identification of additional partner organisations to work with to ensure a greater range of opportunities can be offered through the scheme.

Appendix A

Community Volunteering at other institutions

Appendix B

Community Volunteering Scheme operating model

Appendix C

Imperial Hub Impact Report

Appendix D

Community Volunteering Scheme operating model – Student Hubs overlay

Appendix E

Revised MoU with Student Hubs

Appendix F

Appendix to revised MoU with Student Hubs

Memorandum of Understanding

Between
Student Hubs
and
Imperial College Union, hereby referred to as **ICU**
for

The **affiliation** of Students Hubs to ICU in order to allow Student Hubs to assist ICU with providing students at Imperial College London with charitable, social, environmental, social action, social enterprise and ethical opportunities, as per the terms below. The activities of Student Hubs within ICU will be primarily undertaken through the ICU Community Volunteering Scheme and be subject to an agreed set of approval guidelines.

Start date: 01 June 2013

This Memorandum of Understanding supersedes any other which has previously been agreed.

Agreement:

ICU and Student Hubs enter into this continued agreement in the spirit of partnership and will jointly review the terms, conditions, duties and responsibilities at least one month before the anniversary of commencement.

Agreement Rationale:

ICU places value upon engaging students with charitable, social, environmental, enterprise and ethical issues. It also recognises that it could benefit from supplementary expertise, resources, and capacity to undertake these activities to achieve maximum impact.

Student Hubs is fully (and solely) focused on undertaking these activities. As part of a network of similar affiliated groups in universities across the country it has both experience and contacts on a national level to facilitate best practice work. Furthermore, it holds a substantial network of local and national third-sector contacts. Finally it has also identified several effective methods of engaging and supporting socially and environmentally focused students and student groups, creating a community of aware and socially active students who are making a positive difference whilst at University.

Student Hubs and ICU share an ambition for Imperial College having a thriving community of active and engaged students, who are passionate about environmental and social issues both in London, the UK and abroad. ICU and Student Hubs believe it is critical that we work together so as to achieve this ambition.

ICU's Remit & Responsibilities:

- An ICU Deputy President, the ICU President and the Community Action Group Chair will sit on Student Hubs' Advisory Board to ensure that it acts in accordance with ICU's mission and values. The Board will meet at least once per term and be facilitated by ICU.
- The ICU Student Development Manager and Membership Services Manager will sit on the Student Hubs' Advisory Board to ensure continuity
- ICU will provide Student Hubs with access to services as detailed in Appendix 1
- ICU will recognise the Student Hubs (i.e. use of the Student Hubs logo or verbal recognition) whenever it is referring to Student Hubs activities

- ICU will provide desk space for up to three dedicated members of staff employed by Student Hubs within its main offices
- The ICU Student Development Manager will be the day-to-day point person for any staff members employed by Student Hubs to work at ICU. An ICU Deputy President and the ICU Student Development Manager will be involved in the selection process for any staff members employed by Student Hubs to work at ICU.
- ICU reserves the right to stop any activity or opportunity offered by Student Hubs in either the planning or execution phases.

Student Hubs' Remit & Responsibilities:

- Student Hubs will support, facilitate, promote and resource ethical activities, including campaigning activities in this arena, primarily through the ICU Community Volunteering Scheme and individual activities will be subject to an agreed set of approval guidelines.
- Student Hubs will comply with ICU's policies and procedures, in particular those pertaining to the operation of Clubs, Societies & Projects.
- Student Hubs will host events for students interested in the environment and sustainability, social enterprise, rights and development and social action. Any activities in these areas will form part of the activities of the Union's Welfare Networks and developed in consultation with the appropriate Welfare Officer.
- Student Hubs will provide support to student groups with a social, environmental and/or ethical focus who wish to develop new volunteering opportunities. New opportunities are subject to approval by ICU through set mechanisms.
- Student Hubs will place the appropriate branding for the Community Volunteering Scheme on its website and on any materials associated with the scheme. Student Hubs will use appropriate ICU branding as required by ICU for promoting other opportunities.
- Student Hubs will provide individual students involved in Student Hubs activities with appropriate training and development opportunities.
- Student Hubs will provide information and internships on ethical careers
- Student Hubs will organise and undertake CRB checks (and other checks determined by current or new legislation) which are necessary for activities, events or campaigns it is undertaking
- Student Hubs will ensure the activities, events and campaigns it organises comply with relevant Health & Safety Legislation and the safety policies of ICU and/or Imperial College
- Student Hubs will ensure suitable insurance is in place for the activities it is undertaking, and that the details of this cover is available to those students who are involved

Student Hubs will not:

- Run events, campaigns or activities in conflict with ICU's, its constituent parts' or its Clubs, Societies or Projects' events, campaigns, welfare networks or other activities. ICU events, campaigns or activities will take precedence over Student Hubs events, campaigns or activities in any instance where a conflict arises.
- Undertake fundraising activities for other charities which are in conflict with those being undertaken by ICU, its various RAG operations or its Clubs, Societies or Projects
- Run any volunteering activity that infringes on or duplicates the remit of constituent parts of Imperial College London.

- Bring the name of Imperial College London or Imperial College Union into disrepute

Financial responsibility:

ICU will be financially responsible for all the activities and responsibilities outlined in the “ICU Remit & Responsibilities”.

Student Hubs will be financially responsible for all the activities and responsibilities outlined in the “Student Hubs’ Remit & Responsibilities”.

Confidentiality

Both parties will clarify for each other any information made available through the course of this contract that they deem confidential.

Both parties agree not to divulge confidential information to others unless it is required in order to carry out their contractual duties.

Confidential information remains the property of the ICU / Student Hubs and, as such, should not be given to third parties, without written permission, either during or after termination of the contract.

Termination

For the avoidance of doubt in the event of any delay, hindrance, prevention or other frustration by reason of force majeure, neither party to this contract shall thereby be held to be in breach of this contract or be held liable to the other for any injury, damages or loss arising directly wherefrom.

ICU shall reserve the right to terminate the MOU with Student Hubs with a notice period of three months if:

1. It considers that by the acts or omissions of Student Hubs the credibility of ICU is compromised
2. Student Hubs infringes the laws, rules or regulations of England
3. Student Hubs fails to comply with its responsibilities
4. Student Hubs misappropriates ICU funds, equipment or materials
5. Student Hubs commits any material breach of his/her duties or obligations under the Contract
6. Any resource commitments made available to Student Hubs are no longer viable in the wider context of ICU’s work
7. It considers the activities of Student Hubs to no longer fit with the strategic direction of ICU

Student Hubs shall reserve the right to terminate the MOU with ICU with a notice period of three months if:

It considers that by the acts or omissions of ICU the credibility of Student Hubs or its member organisations is compromised

1. ICU infringes the laws, rules or regulations of England

2. ICU fails to comply with its responsibilities
3. ICU misappropriates Student Hubs funds, equipment or materials
4. ICU commits any material breach of his/her duties or obligations under the Contract
5. It considers the activities of ICU to no longer fit with the strategic direction of Student Hubs

Dispute Resolution

In the event of a decision being required on whether an Student Hubs activity, campaign or event is in conflict with an ICU event, campaign or activity the ICU President and Membership Services Manager shall be consulted who shall make a final decision.

In the event of a dispute between the parties to this MOU, a discussion will take place between the Student Hubs and the ICU members of the Student Hubs Advisory Board with a view to reaching an agreed solution.

Agreement

SIGNED by for and on behalf of ICU	SIGNED by for and on behalf of Student Hubs
SIGNED by for and on behalf of ICU	SIGNED by for and on behalf of Student Hubs

Memorandum of Understanding - APPENDIX 1

Between
Student Hubs
and
Imperial College Union, hereby referred to as **ICU**
for

The **affiliation** of Students Hubs to ICU in order to allow Student Hubs to assist ICU with providing students at Imperial College London with charitable, social, environmental, social action, social enterprise and ethical opportunities, as per the terms below. The activities of Student Hubs within ICU will be primarily undertaken through the ICU Community Volunteering Scheme and be subject to an agreed set of approval guidelines.

Start date: 01 June 2013

This Memorandum of Understanding supersedes any other which has previously been agreed.

Appendix:

This appendix sets out the services that ICU will provide to Student Hubs in order to support their activities. Some services provided to ICU and its constituent parts are provided by Imperial College. Rules and procedures established by Imperial College may prevent ICU being able to fully honour the items detailed below, but ICU will champion the need to do so with relevant parties should this situation arise.

ICU will endeavour provide the following services to Student Hubs:

- ICU will provide Student Hubs with access to the general services provided to ICU's Clubs, Societies & Projects where practicable within the restrictions set by Imperial College
- Space within the Community Volunteering Scheme presence at Freshers' Fair
- Access to stands at other relevant fairs, though these may be chargeable.
- Access to publicity channels which are available to ICU Clubs, Societies & Projects at the same costs in cases where charges are applied.
- Information about the role of Student Hubs within the ICU Community Volunteering Scheme in correspondence with new students where appropriate
- Information about Student Hubs within the Community Volunteering Scheme section on the ICU website
- Phone lines (charges to be made), internet access and minimal storage space.
- Availability of basic colour printing facilities (charges to be made)
- General support, championing and recognition of the work of Student Hubs in providing valuable services and opportunities to Imperial students primarily within the framework of the Community Volunteering Scheme.

Student Hubs will pay for any additional services at the same rate as ICU Clubs, Societies or Projects.