

New Club Incubator

FOR INFORMATION

Background

The new club incubator is the second stage in the club creation process. It enables a club to run a test event to gauge interest while being given support by the Deputy President (Clubs & Societies) the Membership Services Department and the Management group Chair. The test event must have a minimum number of attendees set by the New Clubs Committee.

Process

The NCI will be a Club on NewERP, and the committee on the New Club Form will be given a committee position without financial responsibility. The club will not have access to any funds, be able to charge for membership or carry out any transactions. They book rooms through the normal process.

They will have a meeting with the DPCS, Membership services and Management group Chair (where appropriate) to discuss their planned event, publicity rules and any other useful information.

The DPCS or a member of the Clubs and Societies Board will attend the event to verify the number of attendees.

The DPCS or MG Chair shall attend the event to provide assistance and see if the event is well received. Attendees at the event will be asked to fill in a short feedback form asking the following questions:

1. Did they enjoy the event? (Y/N)
2. Would they come to similar events again? (Y/N)
3. Would they join the club? (Y/N)
4. Do they have any suggestions for improvement? (free text)

This will give feedback not just for the New Clubs Committee, but also to the organiser as to what people would want from the society.

If the test event is significantly below the minimum number of attendees then the club in the NCI will not be created as a club, and the names of the committee removed.

After the test event the Deputy President (Clubs & Societies) and management group chair will decide whether the event was sufficiently successful to warrant the creation of the club using the number of attendees and feedback gathered.

The Club or Society will be set up and fully active within 5 working days, including having an email address and login, a website if requested, an entry on SAP and any grant allocated by the New Clubs Committee in the groups accounts.

The Club or Society will be created on NeWerp within 2 days leaving a minimum of 3 days for the entry into SAP.

The proposers of the club will have to submit a new application to the new clubs committee.