

## **Community Action Group Report for CSPB December 2014**

Prepared by Michael Chung, CAG Chair ([cag.chair@imperial.ac.uk](mailto:cag.chair@imperial.ac.uk))

### **1. CAG Exec Committee**

Chair: Michael Chung

Secretary: Swetha Rambhatla

Treasurer: Huong Vu

### **2. CAG CSPs**

There are a total of 21 CSPs under CAG Management Group:

- CAG Activities for Children with Disabilities (767)
- CAG Avicenna Project (777)
- CAG Bike Users Group (754)
- CAG Coppafeel (779)
- CAG E.quinox (624)
- CAG El Salvador (762)
- CAG Enactus (455)
- CAG Geology for Global Development (782)
- CAG Global Brigades (761)
- CAG Imperial Cooperative (778)
- CAG Interact (456)
- CAG Kenyan Orphan Project (763)
- CAG Pint of Science (781)
- CAG Project Nepal (772)
- CAG Raincatcher Imperial (770)
- CAG Soup Run (765)
- CAG SSAGO (771)
- CAG Student Action for Refugees (776)
- CAG TEAM Students (773)
- CAG TedX (780)
- CAG Women in SET (291)

### **3. Imperial Hub/Community Connections Volunteering Network**

For this academic year, the CAG chair also holds the position of Deputy President of Imperial Hub. At the annual Hubathon, training weekend of all Student Hubs committee members, the idea of forming a collaborative platform between different charitable societies within Imperial came up and was discussed with Ben Fernando (RAG Chair), Nick Snow (Student Development Manager), Fran Hyatt (Student Development Coordinator) and Abi de Bruin (Deputy President, Clubs and Societies).

The aim of the network is to increase the profile of volunteering at Imperial, attract new volunteers and volunteering groups, increase exposure of member groups' activities, create a platform for member groups to exchange ideas and collaborate and provide training sessions for member groups to enhance their skills. The full proposal can be found in the appendix.

An initial meeting took place early November – despite only two groups turning up, it provided great insight into different challenges groups are facing and how the network can be most useful. Volunteer motivation came up as one of the main priorities, and the second session on 15<sup>th</sup> December is due to address this with training provided.

The lessons learnt from this network may be useful for the current discussions on management group restructure, where MGs may provide a platform for collaboration in the future.

#### 4. CAG Colours

It has been the CAG Chair's focus to restore CAG Colours this academic year. The idea was introduced to the groups at November's MG meeting and the concept was well received. CAG chair shall work with Rebecca Coxhead, Governance and Administration Manager, in due course to change the CAG standing order to reflect this.

#### 5. CAG Cup

As a way of motivating CAG groups to do more, a CAG cup point scheme is introduced this year. At the moment, points are very much given in discretion of CAG Chair, but monthly "challenges" are set for groups to earn their points.

The effectiveness of such a system to further encourage engagement the CSPs with their members and the union is yet unknown – but it is a good start. (The December round of points can be redeemed for a photo of Christmas socials)

	Completed all documents /training before October	October CAG Meeting	Membership target by 1 Nov	Completed all new documents by 1 Nov	Updates sent to CAG Chair for Nov CAG Meeting	November CAG Meeting	Total
CAG Activities for Children with Disabilities (767)			1			1	2
CAG Avicenna Project (777)							
CAG Bike Users Group (754)		1	1	1	1		4
CAG Coppafeel (779)		1				1	2
CAG E.quinox (624)		1				1	2
CAG El Salvador (762)		1		1		1	3
CAG Enactus (455)		1			1	1	3
CAG Geology for Global Development (782)			1	1		1	3
CAG Global Brigades (761)			1	1		1	3
CAG Imperial Cooperative (778)				1		1	2
CAG Interact (456)	1	1	1	1		1	5
CAG Kenyan Orphan Project (763)			1			1	2
CAG Pint of Science (781)			1	1			2
CAG Project Nepal (772)			1	1		1	3
CAG Raincatcher Imperial (770)		1		1		1	3
CAG Soup Run (765)			1		1	1	3
CAG SSAGO (771)	1			1	1		3
CAG Student Action for Refugees (776)	1			1		1	3
CAG TEAM Students (773)		1		1	1		3
CAG TedX (780)							
CAG Women in SET (291)		1	1	1		1	4

#### 6. Admin Overview

	Number of members as of 9/12/2014	% Membership as of 9/12/2014	Naughty Officers	Training	All Documents submitted	Report submitted
CAG Activities for Children with Disabilities (767)	26	130				
CAG Avicenna Project (777)	13	65				
CAG Bike Users Group (754)	50	100				
CAG Coppafeel (779)	3	20				
CAG E.quinox (624)	46	115				
CAG El Salvador (762)	38	76				
CAG Enactus (455)	69	115				
CAG Geology for Global Development (782)	35	175				
CAG Global Brigades (761)	34	56.67				
CAG Imperial Cooperative (778)	38	95				
CAG Interact (456)	68	136				
CAG Kenyan Orphan Project (763)	30	120				
CAG Pint of Science (781)	47	235				
CAG Project Nepal (772)	68	340				
CAG Raincatcher Imperial (770)	56	140				
CAG Soup Run (765)	127	317.5				
CAG SSAGO (771)	7	70				
CAG Student Action for Refugees (776)	15	75				
CAG TEAM Students (773)	74	185				
CAG TedX (780)	81	405				
CAG Women in SET (291)	86	430				

Notes:

- No clubs have naughty officers.
- There are still a number of CSPs which has not completed all trainings and documents. It should be noted that Raincatcher has recently elected new members of the committee. It is encouraging to see that more clubs have completed their admin comparing to this time last year – perhaps an effect of better officers or the CAG Points system. Groups with missing documents and quizzes have been reminded many times, and I shall continuously chase them.
- Avicenna and TedX do not currently have a committee, although the latter has quite high membership. Both clubs have free membership, which might explain the membership members – but it may be the protocol to dormant both clubs due to their inactivity.
- Several CSPs have expressed their concerns with volunteer numbers – shall continuously work with them to see how the situation can be improved, along with resources from Imperial Hub and Community Connections.
- The reports from most societies can be seen below – where appropriate, I have added comments to them.

### **CAG Activities for Children with Disabilities (767)**

No report received.

### **CAG Bike Users Group (754)**

First term has been fairly usual for us, we've had the Bike Auction which raised £4,000 (£2,000 of this going to RAG). We organised ~ £800 of Dr Bikes to fix bikes pre and post auction. There were some issues that whilst I was on holiday security hadn't marked the bikes, giving 4 weeks from marking to auction (protocol is for 1 month plus a week reclaim period, though emails were sent to registered users). We are refunding two people who have reported their bikes missing in the week after the auction to give the net effect of the week reclaim period.

We've had usual use of our workshop but haven't organised a regular time for the expensive tools, aiming to do this for the new year.

### **CAG Coppafeel (779)**

We distributed hundreds of cards at the Freshers fair with details about the signs and symptoms to look for when checking for breast cancer. A meeting was held for volunteers to find out more about Coppafeel! and how they can get involved. We were invited to enter IC Finance's charitable idea/project pitch masterclass, however there was not enough interest/availability among our members for this. I have met with India from Student Activities to discuss development of the society and ideas for activities next term.

Comments from CAG Chair: After more discussion with Georgie, the Chair of Coppafeel, the committee is planning on recruiting more volunteers by participating GIAG in January. It has also been the discussion that the project may be better suited and supported as a campaign. I shall engage in a conversation with the committee, India Jordan (Student Activities Coordinator) and Sky Yarlett (Representation and Campaigns Coordinator) about future of the project.

### **CAG E.quinox (624)**

A lot was accomplished in e.quinox this term. Most notably, e.quinox has looked into alternative ways to empower people using electricity; the hydro project is currently conducting a feasibility study and constructing a business model for providing Internet access for a local village instead of just supplying electricity. A preliminary collaboration between e.quinox and an organization called Learn Appeal was also established, where e.quinox plans to utilize its experiment and expertise in solar energy to power Learn Appeal's electronic equipment designed for e-learning purposes in a village where e.quinox currently operates. E.quinox has also started research on providing an alternative service that utilizing electricity to supply water from a village in Batimar. Regarding current projects, E.quinox has also started to consider issues such as batteries recycling at its first ever energy kiosk in Minazi, as well as the exit strategy in general for aging energy kiosks. We have started technical considerations for scaling up our commercially viable stand-alone model for institutions such as schools and clinics, as well as a microgrid model consisting of standalone modules. We have also encouraged the establishment of a counter-part student organization at College of Science and Technology, University of Rwanda, where we plan to further collaborate with them on future projects.

### **CAG El Salvador (762)**

No report received.

Comments from CAG Chair: From subscribing to the mailing list, it is gathered that the local NGO partners are not available to support any new projects this year. So the group has decided to restructure the project, take a step back and evaluate the current projects to maximise the benefit for both the students and the El Salvadorian beneficiaries, while making sure that the project is sustainable in the long-term.

### **CAG Enactus (455)**

We have set up a new local project working with the homeless in London on a project called Unseen Tours. They are a tours company led by homeless people and volunteers are helping to restructure the organisation to ensure greater number of people attend the tours and to minimise the cost of running the organisation so that the homeless tour guides earn more. Our other projects, in Kenya and teaching schools in London, are also doing well. Our Business Advisers are also providing workshops for our members. This term we had one

from Unilever and one from GSK. In November, we also sent 9 students to the Enactus UK Training Weekend in Grantham. In addition, we are looking to form a partnership with the Schools Plus Programme run by Imperial Hub and actively be involved in Student Volunteering Week.

### **CAG Geology for Global Development (782)**

Geology for Global Development (GfGD) have hosted 4 talks this term, by different speakers on topics such as corporate social responsibility and working with the public to reduce the risks of Hazards. We have also set up a fundraising team for the 100x100 project that the entire GfGD organisation are running and will begin fundraising activities next term. We also were an exhibitor at the London Climate Forum, where we raised awareness of what GfGD are doing both within universities and around the world. We have gained many new members this term and have had more interest from people willing to assist with the running and organising of events.

### **CAG Global Brigades (761)**

No report received.

### **CAG Imperial Cooperative (778)**

After initial difficulties booking our usual space in Sheffield, at our new stall in SAF this term has run very well.

Switching to a new time and location means that we are able to expand our customer base by making ourselves known to new students and staff who wouldn't usually walk through the Sheffield Foyer. Despite lower footfall in SAF, we still manage to raise considerable amounts each week consistently and any regular customers from last year still come by.

As always, all the money raised goes back into the Co-op to purchase new stock and cover any costs which we incurred last year. An easy to use Point of Sale system developed by one of our members means it has become much easier to track money flow and stock levels.

Due to extra campaigning at Freshers Fair and Volunteering Fair, we have managed to attract and keep engaged a group of volunteers this term. However, there are still occasional weeks when we struggle to find enough people to get involved. We hope to continue attracting new volunteers either through our stall, at campaigns such as Student Volunteering Week and from other societies. Environmental Society have expressed interest in helping us grow, including offering their honey for sale on the stall and introducing their members to the Co-op.

Comments from CAG Chair: It should be noted that the project should look into relevant regulations before selling the honey by Environmental Society, which is produced in the secret garden in Princes Gardens.

### **CAG Interact (456)**

Imperial Interact has organised a variety of one off volunteering projects for members and these include food sorting at a homeless shelter, bucket collections, gardening projects, till drives and Christmas projects. We also organised a social event at My Old Dutch shortly after Freshers' Fair. We have received positive feedback from members regarding the activities and we will continue organising more projects with local charities.

Comments from CAG Chair: It was gathered that the volunteer number for the club is generally low, with some projects having to be cancelled due to low uptake. However, the number of members seems healthy – I shall engage in further discussions into how to ensure the sustainability of the projects.

### **CAG Kenyan Orphan Project (763)**

After a successful Freshers' Fair where we got many new people interested in and joining our cause, we held our annual iKOP week. Here we sold cookies in order to raise money for the charity and to raise more awareness about our society. At the end of iKOP week, we held an Intro Night where we talked about what KOP does and the volunteer summer trip to Kenya for those interested. We managed to get students discussing about these issues as well as the trip, and with free pizza, the night was a success! We are also

going to be doing Christmas Caroling towards the end of term for further fundraising, and it will be a good opportunity for non committee members to work together as a team.

Comments from CAG Chair: There were some discussions on a management group change for KOP from CAG to RAG, but this has been put on hold in view for the management group restructure as proposed by DPCS.

#### **CAG Pint of Science (781)**

Currently, the Pint of Science committee are starting to organise the Pint of Science Festival, which will take place 18th-20th May 2015. I have recruited 22 students/Postdocs, in 5 different teams, to coordinate each of the 5 different themes of the event. These will be Matters of the Mind, Our Body, Atoms to Galaxies, Planet Earth and Tech me out. Two venues have been booked, and funding for venue hire and merchandise has been secured from 3 different departments/divisions. Furthermore, some of the teams have started recruiting speakers from Imperial College to speak at the Festival. Challenges: we would very much like to have some of the events professionally filmed, to widen the global reach of the festival and Imperial research communication but this does have a certain cost attached and we are still working on finding additional funding for this.

Comments from CAG Chair: The option of “purchasing” services from ICTV, an ICU CSP, has been suggested but this has already been considered by the committee.

#### **CAG Project Nepal (772)**

No report received.

#### **CAG Raincatcher Imperial (770)**

Raincatcher Imperial has been really busy this term, with a range of fundraising activities, socials and competitions that our members have actively participated in. Immediately after the Freshers Fair, Water Race 2014 was held for the first time this year to provide an opportunity for our members to forge new bonds and understand the importance of our development projects in Tanzania, Africa. The one day event was carried out successfully in November and it enabled the society to find new members who were active and eager to join the cause. Subsequently, Raincatcher Imperial had its first social event of the year, at Addis – an Ethiopian restaurant along Caledonian Road. It was indeed a fun-filled night where fellow members feasted on Ethiopian delicacies, including a variety of seasoned meats on an Injera (type of Ethiopian pancake). As members got to know each other better and our fundraising activities started to take shape, Raincatcher Imperial formed a team to compete against 8 other student charities in a Corporate Social Responsibility Conference by Imperial Hub and Imperial Finance Society on the 26th of November. With a lot of preparatory work and constant rehearsals, our team of 3 performed extraordinarily and successfully won a £1000 grant by the end of the competition. Well that's not all that will be happening this year. In the spirit of Christmas, Raincatcher Imperial will be having its own Christmas card sales, Christmas Carol charity collections and for the first time, collaborating with EWB Imperial in our annual Metric Night at the Imperial Union Bar. We hope these events will not only enable us to reach our yearly project budget target of a £1000, but help attract more members to join our cause. As the saying goes, Water is Life.

#### **CAG Soup Run (765)**

No report received.

Comments from CAG Chair: From subscribing to the mailing list, it is gathered that the project is going well, with sufficient number of volunteers most weeks, if not all.

#### **CAG SSAGO (771)**

This term Imperial SSAGO kickstarted the year with its annual London Underground Monopoly Challenge where freshers are sent off across London to get to know each other and the city. The day finished with prize-giving and dinner.

In addition to our members volunteering with local scout and guide groups, ranging from brownes to explorer scouts, we have also held a series of events so our members get to meet each other as volunteering is usually done in individual units. Our second event was mountain biking in Swinley Forest followed by a day of geocaching in Victoria that ended with a cosy unch in Pimlico. We also organised a bouldering session at Vauxhall and attended the SSAGO Puzzle Rally in Loughborough, where we met with other volunteering scouts and guides from all around the UK to swap volunteering ideas and have an enjoyable weekend camping out.

**CAG Student Action for Refugees (776)**

No report received.

**CAG TEAM Students (773)**

This term, Team Up took part in both the Freshers' Fair and Volunteering Fair in order to raise awareness about what we do and recruit students to be tutors with us. We (the committee) screened initial applications and then held interviews with all new tutors. Once recruitment was finished and tutors had been selected, they were invited to a 'Tutor Training Day' where they got to meet fellow tutors, learn more about teaching and ask us any questions they had. Welcome Sessions were then held, where the tutors could meet the pupils and some teachers. This initial process has now finished and we are at the stage of holding tutoring sessions each week either at the school (Wednesdays) or at Imperial (Saturdays). Aside from the tuition, tutors currently have the opportunity to apply for some employer pathways.

**CAG TedX (780)**

No report received.

**CAG Women in SET (291)**

No report received.

Comments from CAG Chair: From subscribing to the mailing list, it is gathered that the club is running well. Several events took place this term, including an alumni networking evening. Robogals also seems to be active from transactions on eactivities.

## **Volunteering and Charitable Network (Social Impact Network?)**

Michael Chung, Imperial Hub Deputy President, CAG Chair  
Ben Fernando, RAG Chair

### **Aims**

- Increase the profile of volunteering at Imperial  
As part of Imperial College Union's plan for 2013-16, student volunteers has a big part to play in enhancing student experience and building a student community. The initiative aims to raise the importance of volunteering within the student community by supporting existing projects and new initiatives. With schemes such as Imperial Plus and Union Awards for volunteers, volunteers are recognised formally and the network aims to promote this so more volunteers are aware of and join the scheme.
- Attract new volunteers and volunteering groups  
Community Connections and Imperial Hub has channels with different audiences which can provide member groups a platform to promote their causes and events. Face to face events such as social evenings and training sessions may attract unusual suspects to learn more about the activities and join the organisations.
- Increase exposure of member groups' activities  
By having the network as a link between all volunteering initiatives, all supportive effort can be focussed and therefore work better for the CSPs. This includes advice for events, publicity, etc.
- Create a platform for member groups to exchange ideas and collaborate  
A dialogue will be kick started after each training evening for idea exchange to take place. A lot of the groups are facing the same issues, such as attracting volunteers and fundraising ideas. This is an opportunity to engage different groups talking to each other and hopefully lead to different ideas and solutions to their issues.
- Provide training sessions for member groups to enhance their skills  
On top of what is already provided as part of Imperial Plus, Imperial Hub has different training resources for a variety of topics for student-led initiatives. These sessions hopes to enhance their skills in their activities within the CSP.

### **Composition**

The network will involve representatives from CAG CSPs, RAG CSPs, other CSPs with a charitable aim, Imperial Hub, and Community Connections. The network will be organised by Imperial Hub and Community Connections, who will act as a bridge between all organisations; while Imperial Hub continues to encourage more student led activities with incubator projects.

Staff from the union, for example, Student Activities Manager, DPCS, Imperial Hub manager, will also be invited and kept in the loop with all proceedings of the network.

The network will be led by Deputy President or a student committee member of Imperial Hub, with support by Community Connections and Imperial Hub staff.

### **Events**

The network will meet twice a term and primarily aimed at member groups, but all members of the Union is welcomed to attract "unusual suspects". These sessions will be informal in order to engage conversations and discuss issues they are facing. Each session is to be complemented



with training by Imperial Hub, which will enhance the skills of the groups and encourage turnout. The training topics will be consulted within the network to ensure they are relevant and useful.

These events can also encourage volunteers who are thinking a change of CSP/roles an opportunity to find out more without the “awkwardness” to join mid way through the year.

At the start of year, an informal evening involving all members groups should be held, presenting freshers an opportunity to find out the different volunteering projects within Imperial in a non-fair setting and to ask questions to the existing members.

### **Support provided to the network**

On top of the training sessions, the network shall encourage volunteers to take part in Imperial Plus Accreditation scheme, which provides further training opportunities.

Community Connections and Imperial Hub can also provide advertising for the events and activities within the network through their websites and mailing lists.

Imperial Hub may also be able to refer and advise groups to any funding opportunities, for example, O2 Think Big and Venture Capitalist Challenge (for social enterprises).

### **Measuring Impact**

As a new project, it was discussed and agreed that at this stage, the formation and details of each session should be done as “organically” as possible. Once again, this is to keep the network relevant and useful for member groups.

The vision of the network is that the groups will remain active year after year even with a change of committee. This means it is important to collect feedback after each session so that it can be improved, and ensure that the groups feel the “incentive” of being part of the network.

Ways to measure impact include turnout, feedback of training sessions and the amount of idea exchange and collaboration that took place because of the network, although the latter may be difficult to quantify.