**RCC Clubs Interim Report Form 2014-2015**

*Please complete to the best of your knowledge; if a question is not applicable, just write N/A.*

*This report is both your chance to reflect on the status of your club and impress the union. Impressive reports can secure funding and resources in the future…*

**Club name:**

**Number:**

**Person filling out form:**

|  |  |
| --- | --- |
| Tell us how great your club is!(activities you’ve been doing, best moment of the year, etc)  | *Max 100 words* |
| Have you had any problems running your club? |  |
| The best photo from your club activities so far this year: |  |
| Give your club an overall rating for how well it is running this year: | *A B C D E (incredible – terrible)*  |

**Email Addresses**

Club mailing list:

Email to contact the club committee:

**Membership**

Membership target:

Members (so far) this year:

Membership price:

**Finance Overview (2014-2015)**

*Note: you must spend your entire union grant by the end of the academic year (July 2015)*

 Union grant for this year: £

 Amount remaining to spend: £

 SGI at start of 2014-2015: £

List any external sponsorship obtained:

List Harlington / IC Trust / Sport Imperial (BUCS or non-BUCS) funding obtained:

 List other funding (e.g. college department):

**Activities**

*(Breakdown of your usual activities)*

Weekly:

Monthly:

Termly:

What locations do you use for your activities:

**Admin**

Please list any informal committee positions you have (not registered on eActivities) and the current person in this role:

 Please fill in this table: *(if anything is overdue, please do it now!)*

|  |  |  |  |
| --- | --- | --- | --- |
|   | YES | OVERDUE | EXEMPT |
| All officers’ membership purchased: |  |  |  |
| All officers’ training completed: |  |  |  |
| Financial responsibility forms: |  |  |  |
| Risk assessment: |  |  |  |
| Inventory: |  |  |  |
| Affiliations: |  |  |  |
| Instructors: |  |  |  |

**General Questions**

Are you planning tour applications later this academic year?

Did you get a handover from the previous committee?

How many RCC meetings have you attended this year?

Missed but sent apologies:

Missed but did not send apologies:

Did anyone in your club receive an RCC Award last year?

Did you hold a stand at Freshers’ Fair?

Where is your club storage?

Does your club have a tankard(s) behind the union bar?

Do you have a website? Is it up to date?

Do you have a current constitution?

Do you use the mountain hut?

Have you had any near misses or reported accidents this term (if yes, give details)?

How many first aiders do you have in your club, do you feel you need more?

Have you used the union what’s on calendar to advertise an event?

How else do you advertise?

Are you planning any major things for your club: e.g. change of membership price, change to constitution/core aims, contingency claims etc.?