



CLUB/SOC SUMMER TIPS

Please go through this list and ensure everything is in order for the start of term:

Union Website

- Logo & photos
 - <https://www.wix.com/logo/maker> is a great starting point when creating a logo
- Club/Society name
- Who you are...
- What you do...
- Where and when you meet (regular and one-off)
- Committee (if wanted include photo, contact details and general info e.g. course)
- Links to:
 - Social media
 - National Governing Body rules/guidelines (if applicable)
 - Core Documents
 - Constitution
 - Code of conduct
 - Risk assessment
 - Equipment list
- Inclusivity Statement

Use the union's events feature to have your event displayed on the website!

○ Something on the lines of what Animal and Vet have included on their page:
"The Animal and Veterinary Society is dedicated to the inclusion and acceptance of all members regardless of age, race, ethnicity, ability, culture or nationality, sexual orientation, gender identity and expression, religious affiliation, socioeconomic status and marital status."

Tip: This will possibly be the first impression students have of your club/society, use proactive language and remember a picture is worth a thousand words.

Social Media

- Logo
- Cover photo
- Description
- Link to your Union webpage
- Link to other social media

Tip: In addition to the previous tip continue to communicate with your members throughout summer, and start scheduling key posts now while you have the time.

Fresher's Fair

- Create a stall rota
- Plan your stall design
- Create your promotional material
 - Includes flyers, posters, handouts, etc.
 - Ensure everything is bilingual
 - Use websites such as <https://www.canva.com/> to assist you

Events/Activities

- Start planning your regular activities
- Start planning your extra events

Tip: Be proactive, book things before they go and start planning while you have time. We are here to help so do get in touch!