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**Student Projects**

**Start-up Guide**

**Overview**

So you’re thinking of setting up your own volunteering project? That’s great!

The Students’ Union welcomes new project ideas and we are here to provide you with the guidance and support you need in order to make your project a success! Student-led projects have the potential to be very successful and rewarding, but before you get started, there are a number of things you need to consider.

This start-up guide has been designed to help you think about the essentials needed to set up a project and to make sure that you get those all-important ideas clearly set-out and down on paper.

If you have any questions or need any support filling this in, please don’t hesitate to contact Amy Goodwin, [alg51@aber.ac.uk](mailto:alg51@aber.ac.uk).

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| **Project Title** |  |

**Data Protection Declaration**

I confirm that I give my consent for my details outlined below to be shared with Aberystwyth University Students’ Union, and held in compliance with the Data Protection Act (DPA) and with the General Data Protection Regulation (GDPR) 2018, along with the University and AberSU data protection policies.

Details will be kept for up to four years as a record of involvement and for statistical purposes.

Students can ask for details to be deleted on request or withdraw consent at any time by emailing [union@aber.ac.uk](mailto:union@aber.ac.uk) but may forfeit access the role by doing so.

The Union’s Data Protection Statement and Policy is reviewed annually to ensure compliance and is available on request or by visiting: [www.abersu.co.uk/aboutaber/dataprotection](http://www.abersu.co.uk/aboutaber/dataprotection)

**What details do we need you to share with us?**

Name and University Email.

**Why?**

We ask for these details for the purpose of:

* Communicating who leads the student project to the wider student body.
* Inviting project leaders and supporting team members to receive information and updates to support your project.

**Project Team Details**

Each student-led project requires at least one project leader and a supporting team. The number and type of positions within the team will depend on the project.

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| **Role** | **Name** | **University Email** |
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**Research**

It’s important to first do some research to identify;

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| **Is your project in response to a local or student need? Why did you come up with the idea?** |  |
| **Does a similar project already exist? (Provide evidence)** |  |
| **Will you be working in partnership with another organisation? If so, who?** |  |

**Planning**

This is chance to really think and show us what you’d like to achieve, and how you’re going to achieve it. Please provide as much detail as you can.

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| **Project Aim(s)**   * **Who or what will it benefit?** * **What do you want to achieve?** |  |
| **Identify the activities/services of your project** |  |
| **How often, and for how long, will you run your activities / services?**  **i.e. once a week for 2 hours** |  |
| **Where will your project take place?** |  |

**Cost**

Please fill this is as accurately as possible. If you know the exact prices of items, please state the cost and copy the link to the website if possible.

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| **Item** | **Cost** | **Website link** |
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| **Any other anticipated start-up costs?** |  |

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| **Will there be any on-going costs? Travel, equipment, printing etc.** |  |

**Recruiting Volunteers**

A project should be able to accommodate other students to be able to give up their time and contribute to the project. Projects not only allows you to give up your time to a cause that is important to you, but it’s also a great way to be able to meet and work with like-minded students.

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| **Approx.’ number of student able to participate?** |  |
| **What roles are available?** |  |
| **What skills/experience do students need?** |  |

**Thank you for filling in an application!**

Please email the completed from to our Volunteer Coordinator,

Amy Goodwin – [alg51@aber.ac.uk](mailto:alg51@aber.ac.uk)

She will aim to get back to you within 2 weeks to arrange a meeting to run through your start-up guide and talk about the next steps.