

# BCUSU Society Start Up Form



TEAMBCU

Before completing this form, please make sure your society idea does not duplicate any existing society or service by checking our website first: [bcusu.com](http://bcusu.com)

**Society name:**

## Committee Members

Every society committee needs the four roles below. To find out more about each role, visit this page: [www.bcsu.com/pageassets/get-involved/committee-hub/documents/Committee-Role-Guide\(1\).pdf](http://www.bcsu.com/pageassets/get-involved/committee-hub/documents/Committee-Role-Guide(1).pdf)

Complete this table with the details of the students that will be on your committee:

Committee Role	Full Name	University Email Address	Student Number
President	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Participation and Inclusion Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Society Description

Please explain the aim of your society and what you plan to do. We will use this description to explain what your society does to other students by putting it on your society's website page.

## Goals for the Year

Write three goals that you hope to achieve as a society by the end of the academic year. For example; how many members would you like to sign up, or what events would you like to host?

1.
2.
3.

## Society Funding

BCUSU is a charity and has limited funding, therefore we ask that you charge a minimum of £3.00 membership fee for your society. Your membership fee income is used to help fund your activities and events. If you think that your society may need more money than £3 per person, you can choose a higher price.

Based on this information, please state how much your society membership should be:

## BCUSU Support

Once your society has been approved, one of our Student Group Coordinators will contact you to arrange an informal Society Start Up meeting.

Here are some of the topics that they will cover in your Society Start Up meeting:

- Your committee roles, the Committee Hub and committee training opportunities
- Setting up your society finances and funding
- Advertising your society, setting up your website page and signing up members
- Reward schemes and awards

# BCUSU Society Start Up Form



TEAMBCU

Before completing this form, please make sure your society idea does not duplicate any existing society or service by checking our website first: [bcusu.com](https://bcusu.com)

## Send Us Your Form

Please upload this form to iAsk by following the steps below:

1. Log in here: <https://iask.bcu.ac.uk> and select 'FAQs'.
2. Scroll down to the **Students' Union** category and select '**Starting a Student Group**'.
3. Select the '**Log an Enquiry**' button.
4. **Attach your form** onto the enquiry then **submit** it.

Once you have uploaded your form we'll be in touch to organise a time to meet with you.

See you soon!