

# UGB Group Top Tips

## 1 Funding

Getting funding varies based on how your society is set up. Below are some of the ways in which other WES societies secured funding.

### 1.1 University Engineering School

- Approach the Deans of the schools or heads of departments and Athena Swan champions
- To increase your chances in getting the funding, create a very clear proposal. For example:
  - Day time events – buying tea and coffee or snacks
  - Night time events- paying for janitorial cover
  - Outreach trips- paying travel expenses.
  - Donations to send students to the annual WES student conference.
  - Printing or buying merchandise.
- The average funding from the Engineering school is around £1000.
- **Top Tip:** Know the end of the financial year at your University. Some departments will lose the money after that date and hence they will be happy to give you some of it. It will look good on their Athena Swan application and when they are recruiting new students.

### 1.2 Donations or Sponsorship from Companies and Alumni

- Could be arranged for by approaching alumni and philanthropic services at the University.
- Could approach companies for specific activities and prizes. Companies are usually keen to do that. All you have to do in return is mention that they sponsored it.
- Make sure you agree on whether it is a donation or a sponsorship. A donation has stipulation on use and the company cannot be seen to benefit from direct donation.
- Donations from companies can be up to £6000.

### 1.3 Student Union

- If you are a part of the student union, you may have to request a budget towards the end of the academic year for the following year.
- Make sure you check if you can use the budget to print marketing materials.

### 1.4 General Funding Tips

- Having your own bank account with a card (if possible) makes paying for things and receiving payments much easier.
- Arranging sponsorship with local restaurants gives members discounts and allows you to host events there for cheaper.

## 2 Student Union

Being associated with the student union is an important decision to take as a society. Below are some more details about it.

### 2.1 Advantages and disadvantages.

When working with the student union groups you have to make sure you understand all the process so that you don't end up duplicating documentations.

#### Advantages:

- More availability to rooms
- Access to advertising at the University
- Prevents possible conflicts such as calling your group a 'society'.
- Access to the support system they have in place such as the development meetings which are a good way to follow the society's progress.
- Access to the legal and financial team

#### Disadvantages:

- Less freedom with events
- Could be seen as less professional
- Cannot introduce staff to the society
- May not be able to keep cost of membership free
- Stricter rules regarding dealing with external funds (could be seen as an advantage as this work is to protect both the society and the students' union)

## 3 Hints and Tips

### 3.1 Organisation

- Define clear key goals and objectives of the group.
- Using a shared document drive allows for templates to be archived for more efficient planning.
- Make sure you meet regularly and record meeting minutes. A useful way to track actions is to have a shared online spreadsheet for tasks outlining task owners and deadlines.
- Have a document with all the ins and outs of running the society to ensure the development and growth of your society.
- Try to keep your eyes open for any potential committee members for the following year.

### 3.2 Events

- Running an 'Info Event' at the start of the academic year encourages new members to join.
- Make use of the people you know in your department to advertise your activities and to find speakers for your events.
- Ask the careers team to list your events in their newsletters to increase attendance.
- Try to assign points of contacts for each one of your events to make sure the workload is split, and the events are running smoothly.
- If you have a particularly big event with several speakers, you can ask the engineering departments' administrators to send out emails to all engineers to ensure you get good attendance.
- Try to write up something about every event you have in a blog or website. This can be useful when you're trying to get funding.

### 3.3 Affiliation with WES

- Your University may find WES-affiliation beneficial towards applying for an Athena Swan award.
- Remember to share info on the wider things WES do – e.g. conferences, Lottie tour, INWED etc.
- Handouts/leaflets can be requested from WES to use at events

### 3.4 Collaborations

- Take advantage of free training sessions such as STEM ambassadors
- Develop a good relationship with Careers because they will have a lot of companies that want to promote women so make yourself known.
- Contact other local professional institutions for joint events.
- Collaborate with other societies that have links in the industry to get your society known by their supporters and potentially have them as supporters of your society.
- Make use of the placement students who have come back with contacts in the industry and good experiences to share.

- Try talking to the Alumni relations team. They have good contacts with industry and are able to find speakers easily.

### 3.5 Handover and AGM

- Make handover documents for the new committee members to be updated every year.
- Make the commitment to being on your committee very clear from the offset and have a form at the very least to fill-in to apply.
- Having the AGM in April allows for the roles to be handed over before the exams period and before the start of the new academic year. This gives the committee opportunity to develop a plan of events over the summer.

### 3.6 Other

- Motivate people to join and run for committee roles through recognising the skills they will develop. This can be useful for awards run by the University.
- Have a 'graphics' role within the team. They can be responsible for creating promotional material like posters for events, membership cards and updating the website.
- Make sure your committee is not entirely final year students. It will be hard to ask committee members to prioritise the society over their degree which will result in the society not being active.