CHAPTER 3: RUNNING

MEETINGS

Committee meetings are an important aspect of running a student group. Holding meetings regularly is a great way of making sure that everyone is on the same page with understanding the club's goals, upcoming events, as well as providing support for committee members and their role.

To help your meetings run smoothly and effectively, we have compiled a checklist of what should happen and be included at each meeting (please note, this does not include AGMs and information can be found on AGMs in the appropriate section of the handbook). It is recommended that bi-weekly or monthly meetings should be scheduled at a time that suits everybody.

Meeting Checklist:

- **Attendance** – It's important that all committee members attend these meetings and that attendance is noted within the minutes. Try to schedule times when the majority of members can attend as well to encourage their involvement. You may even want to schedule them just before or after a regular activity in order to make them easy to attend.

- **Notes/Minutes** – Have someone take notes during the meeting to catch-up anyone who missed the meeting but also to highlight action points.

- **Apologies** – If you can't make the meeting, let your team know!

- **Basic Agenda** – Set a basic list of points to be discussed. This ensures everything important is covered and that every member has the opportunity to speak about what they have done.

- **Support** – If you would like a hand with running a meeting or taking notes, get in contact with your local officer.

- **Budget** – The treasurer should have a permanent spot at every meeting to discuss expenditure, planned expenditure, and the budget.

- **Length** – These meetings don't need to take up a large portion of time! 30 minutes to an hour should suffice.

- **Communication** – Sometimes there might be differing opinions at meetings. This is good! But it is important to ensure that the conversation remains respectful at all times and everyone's voice is heard.

Here's a snippet of conversation from a Ocean Sports meeting to give you an idea of what yours might sound like.

Fiona: President
Alex: Treasurer
Carla: Secretary
Harley: Member

Fiona: Alright, let's brainstorm some new ideas for Green Week events. Harley, you mentioned wanting to do a park cleanup?

Harley: Thanks, I was thinking that cleaning up park litter might be a way to give back to the environment.

Alex (Treasurer): I'm definitely on board with the idea. Just playing the devil's advocate here, but could we do something that focuses more on the ocean to keep it focused on our Aims?

Harley: The cleanup part is what is important for Green Week, but maybe we could do it at the beach instead?

Fiona: I like the sound of that. Raise your hand if you want to do a beach clean-up?

(Members raise hands).

Great, that's a go. Carla, if you can note that in the minutes and then update the Calendar to include the event. Harley, will you lead on organizing the cleanup?

Harley: Sure. If anyone wants to help with publicity or something, just talk to me after the meeting.

Fiona: Now, shifting gears a bit to fundraising. Would this be a good chance to increase our income?

Alex: Yeah, we don't have enough in the bank right now to purchase those new life jackets that we were considering.

Harley: Since it benefits the community, maybe we could try to get local businesses to sponsor us? Maybe a challenge where they pay X amount per bag of trash?

Fiona: Great, let's give that a try if everyone is on board? Alex, if you will lead on setting up the fundraiser from the finance side, then everyone can go visit some of their favourite local businesses to get them to sponsor it?

MEMBERSHIP DRIVES

How to Recruit Members in Your Club or Society

Joining a club or society through the Students' Association can be an integral part of your experience at UHI and offers a wide range of benefits for members ranging from socialising to keeping active and competing with other universities/ colleges. Belonging to a club or society can be great to put on your CV for prospective employers after graduation and fosters a sense of community. Growing membership for your club or society is important for the club to be sustainable and there are several strategies for recruiting members.

- **Attend all possible Highlands and Islands Students' Association events:** Use the opportunity to attend all the events that the Students' Association organise, such as the Freshers Fair. These events are organised so that students can see what opportunities there are to get involved in clubs and societies, and what the UHI community has to offer. Make sure to ask the local team to reserve you a stall or table, or even a space and time to do a demonstration!

  It's important to not just sit quietly at your stall. In order to really engage other students, you need to show that you are passionate about your society. The Students' Association may offer a small grant for you to use at Freshers so try and think outside the box with freebies and games to entice students to your stall.

- **Host events and taster sessions:** hosting a 'come and try' session at the start of each semester helps to get new students involved in the club. You could adapt your usual session to be shorter or more accessible to those new to the club. Running events such as tournaments and demonstrations means that students can come and see what the club is all about.

- **Identifying target audiences:** Different groups of students may be interested in distinct aspects of your club or society. Identifying and tailoring your promotional efforts to appeal to specific groups will increase your likelihood of attracting members– for example, if you're running a sports club you may want to engage students on the sports courses.

- **Using various marketing platforms:** Digital platforms such as social media and mailing lists as well as physical displays like posters and flyers can successfully reach your target audience. A strong social media presence is one of the best ways to get students to take notice. Take lots of pictures of the exciting things your club gets up to– this can be essential for recruiting new members!

- **Networking:** By working together with other student organisations at your academic partner, and even throughout the various UHI campuses, you can collaborate on joint events and promote each other. This will significantly increase your visibility and attract likeminded individuals who may have otherwise been unaware of your club or society's existence.

- **Engagement and retention:** Attracting members is only the first step and it is important to maintain active and committed membership for your club. This can be achieved by focusing on fostering a welcoming environment, offering plenty of opportunities to get involved (such as BUCS and SSS competitions), and regularly seeking feedback to improve the overall experience.

EVENTS AND ACTIVITIES GUIDE

This guide will give clubs and societies some of the information needed to run events and activities and to get the most out of them.

During your time on a club/society committee you will most likely find yourself planning an event or activity of some sort. Here are so basic steps to plan an event:

- Your local Students' Association Office can be contacted in order to book space on campus.
- If it is related to sporting, our Sports Development Coordinator must be contacted to be informed of the event. Our marketing team can also help to promote your event.
- Creating a Facebook event is a good way to let members know about an event and make use of pre-existing social media channels.
- The Students' Association can help to market the event.
- **A risk assessment must be completed and sent to the Community Engagement team at the Students' Association (hisaactivities@uhi.ac.uk).**
- You'll need to work out a budget for the event, how much it is going to cost, whether you need any funding to deliver the event and how much the event will earn for your club/society.

Below are some examples of what these events may be:

Club Awards Night: Often clubs and societies will want to hold an awards night to celebrate the achievements of its members over the past year. You might want to have a think about different award categories, how to vote, a venue and the actual physical awards to give to members.

Club Ski Trip: Sports clubs especially will sometimes have trips aboard, like an annual ski trip. An event of this size obviously takes a lot of logistics to organise and involves fundraising. This must be planned very far in advance- transport, accommodation and activities need to be booked. It is essential that attendees have travel insurance which also covers the activity. Any dietary requirements, medical conditions and emergency contacts should be collected along with a photocopy of passports.

Pub Quiz Fundraiser: Pub quizzes are a good way of raising money for a club/society. Reasonably straightforward to plan, you just need to nominate a quiz master, book a venue, decide on team sizes, and sell tickets. You'll need to come up with some ideas for prizes too!

Christmas Dinner Social: Many clubs/societies will want to hold a Christmas social before the break and a Christmas meal is often a popular option. When dealing with food it is especially important to note down allergies and dietary requirements of all those attending, to share with the venue. The venue will often require a deposit when booking, or the full amount paid and meal choices submitted in advance. To avoid confusion on the evening of who ordered what, print out name cards with everyone's orders on.

Sports Tournament Day: Tournaments can be an integral part of sports clubs, especially with competitions between different campuses. A venue needs to be booked suitable for the sport such as a sports hall or AstroTurf pitches and other teams contacted as travel arrangements will need to be made. It is often customary that the hosting team puts on catering for all the players– this could be a barbecue or ordering pizza for example.

EVENT RISK ASSESSMENT GUIDE

Introduction

The Highlands and Islands Students' Association is committed to delivering a culture that prevents incidents and injuries. We wish to promote genuine care for our members' health, safety and well-being.

That's why conducting a thorough risk assessment is crucial. It's like being a detective, but instead of solving a mystery, you identify potential hazards that could cause harm. By doing so, you can take the necessary steps to prevent accidents. It's all about being proactive and putting effective control measures in place based on the severity and likelihood of the risks. Risk Assessments prove we've considered activity risks and taken necessary steps for safety.

Here are the keywords that you will encounter during the process and their descriptions:
- Hazard – Something with the potential to cause harm
- Likelihood – The probability of a hazard causing harm
- Severity – The level of harm caused by the hazard
- Risk – The combined assessment of the likelihood and severity of any given hazard
- Control Measure – Something that reduces the likelihood or severity of an incident

Once you have a risk assessment, you should follow the control measures and ensure that all participants know the safety requirements.

There is no one-size-fits-all approach – they should be tailored to what your club/society does and the particular risks you could face.

Still, every risk assessment should:
- Identify who or what could be most at risk from these hazards;
- List measures being taken to address hazards and identify any additional action needed;
- Allocate responsibility for risk improvement actions with clear timescales.

Types of Risk Assessments

The Highlands and Islands Students' Association expects you to complete two types of risk assessments (when necessary), which should help limit the number of evaluations you do:
- Yearly
- Event-specific

Yearly (see Risk Assessment – Annual)

The activity of student groups tends to vary throughout the year, with more hectic periods at the beginning and less busy times during exams. Additionally, groups engage in a lot of recurring activities, such as regular events, meetings, and trips, throughout the academic year.

To streamline the process and minimize the need for multiple submissions, every student group must submit an Annual Risk Assessment to cover their activities. This ensures that all risks are properly assessed and documented. This is similar to a normal Risk Assessment; however, it covers all the general activities that your group undertakes during the year. It is submitted at the start of the year, and then all activity is covered by this, except for any event that is significantly different.

It must be submitted to HISA Activities@uhi.ac.uk and approved by the Community Engagement Team each year before routine activities may commence.

Event-specific

Throughout the year, the group will also need to submit individual risk assessments for any activity or event that falls outside the routine activities of the annual risk assessment.

They must be submitted to hisaactivities@uhi.ac.uk and approved by the Community Engagement Team before the activities may commence.

How to fill out a Risk Assessment – Event Specific

To access the event risk assessment template, click the link **here** to view the file, please save your own copy before making any edits.

This section will take you through the Risk Assessment form and explain each section, guiding you on correctly filling it in.

Section One: Event Information
The information needed here is:

Name of Club/Society or Group: This is the name of your student group.

Location of Event: This is where you provide a brief description of where the event(s) will be taking place.

Date of Risk Assessment: This is when you have completed the risk assessment.

Date of Event/Activity: This is when the event or activity will take place.

Expected Numbers: This many people do you expect to attend, including non-members.

Completed By: This is the name of the person who takes responsibility for completing the form.

Risk Assessment - Event

Please complete this form for any of your one-off events or activities. If you have any questions about this form, please contact hisaactivities@uhi.ac.uk and please submit the form to your local staff member.

Name of Club/Society or Group:_____   Date of Event/Activity:

Description & Location: Expected Numbers:

Date of Risk Assessment: Completed By:

Section Two: Identify the Hazards

This section of the Risk Assessment form is where you identify hazards.

Activity: List what type of activity will be taking place during the event.

What are the hazards?: This section is for describing the hazard being assessed. If the hazard is obvious from the activity name, skip the description.

Who might be harmed and how?: This section aims to identify who may be at risk of harm from the hazard and how, including society members, other students, and the general public.

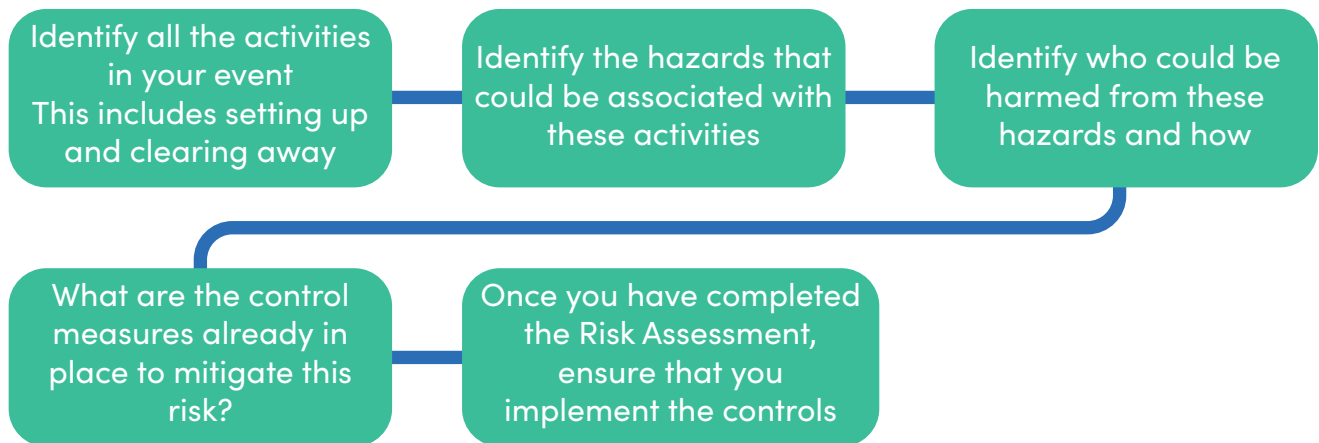| Activity	What are the hazards?	Who might be harmed and how?
List all the different types of activities being assessed	For each activity, list the hazards, i.e. anything that has the potential to cause harm	For each hazard, list the persons at risk

Section Three: List Control Measures

This section highlights any existing measures in place to tackle this hazard. Ensure to consider what measures you have already put in place but also what additional measures you might need to minimise the risk. Confirm that the control measure is assigned to someone and plan for a completion date prior to the start of the event and note the date of any additional measures taken.

What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action Date
What kind of measures are you already putting in place in order to prevent injuries?	Is there any further action required?	Who is responsible for this action?	When has the action been completed?

Summary

Identify all the activities in your event
This includes setting up and clearing away

Identify the hazards that could be associated with these activities

Identify who could be harmed from these hazards and how

What are the control measures already in place to mitigate this risk?

Once you have completed the Risk Assessment, ensure that you implement the controls

To access the event risk assessment template, click the link **here** to view the file, please save your own copy before making any edits.

PROMOTION GUIDELINES

Promoting your club or society is not just a matter of gaining visibility; it's a key ingredient for success and growth. Promoting your group and your activities enables you to reach a broader audience, attract like-minded individuals who share your passion, and cultivate a vibrant and diverse community of members. It opens doors to exciting collaborations, partnerships, and opportunities for development. Moreover, promotion enhances your club or society's reputation, establishing it as a valuable asset within your college and in your community. By showcasing your activities, events, and achievements, you not only inspire others to join your cause but also contribute to the overall vibrancy and spirit of your campus. Promotion relies on YOU. It is your responsibility to promote your club to potential members and to advertise events and activities that members and the general public might want to attend.

Options for Promotion:

Social Media-Internal

As a club or society, you are strongly encouraged to create your own social media accounts.

Please follow the regulations set forth in the Social Media Policy.

Social media accounts allow you to publicize content at your own speed and according to your own schedules.

Social Media- External

1. Depending on timing and priority, we may be able to promote your group or your activities through our social media channels. If you would like us to share your events, the preferred method is for your group to post on their own social media and tag us with @YourSAatUHI or @yoursa_(insert local partner) on Instagram.

2. If your group cannot run its own social media for us to share posts from, you should email the following to HISAactivities@uhi.ac.uk several weeks in advance:

   a. Complete artwork in a square format (1080 x 1080)

   b. Event information with time, location, date, contact, etc.

   c. Any description and details you want to accompany the post.

This information will then be sent to the communications team at your Students' Association. We cannot guarantee that they will be able to create posts for you; it will be entirely dependent upon timing, scheduling conflicts, and upcoming projects. For this reason, we highly recommend you take the first approach and create your own posts and tag @YourSAatUHI or @yoursa_(insert local partner) on Instagram.

Other Media- Local

You may want to hang posters, hand out leaflets, or use other forms of media to advertise and promote your events and activities. You should contact the local team of your Students' Association. They can help you navigate any requirements and restrictions your college may place on physical media.

Lastly, please remember the regulations governing promotional media:

7.1 For the displaying of posters or notices, permission must be sought from the relevant University / Local Students' Association Team / Facilities department.

7.2 The following must be adhered to:

i) All posters and flyers must clearly carry the name of the relevant Group and carry the Students' Association logo. This logo must not be distorted or abridged in anyway without the permission of the Communications Team;

ii) All posters must be removed following an event that they are advertising;

iii) Members must carry identification when giving out flyers;

iv) All posters not in English must be accompanied by an English translation.

Read the full chapter on Student Groups Regulation here.

BUDGETING 101

When handling finances for your Club or Society, budget carefully and always consider all possibilities. Here are some important points to consider:

What is a budget?

- A budget tells the story, in money terms, of what your group's plans are.
- A budget can be annual – a plan for all the costs over a year. It can also be specific to a particular event or project that you are planning.
- When applying for a grant, you must provide a detailed budget outlining the intended use of funds and other sources of income.
- A budget helps you to make financial decisions and keep control during the year / during your project.
- A budget can change throughout the year, but having one reduces the risk of running out of money due to unforeseen circumstances.

The association has created a Forecast Spreadsheet that will aid you with the next few sections and store figures to help you organise your possible expenditures/income.

Preparing a Budget

There is nothing mysterious about writing a budget. It is like writing a shopping list, together with the cost of each item. You then work out where you will get the money to pay for everything.

Think about what you will need to pay for – it's helpful to write a list of all the items that you are likely to need to pay for. Think through every activity or event you will run and all the things that will cost money.

Estimate the cost of each item of expenditure as accurately as you can. When you first start out, it can be difficult to work out costs, but don't just guess. Obtain quotes to compare prices - don't assume that your predecessors knew the best companies to use, have a look yourself to make sure you are getting a good deal.

Considering Income

Estimate potential income sources, including unconfirmed grants and other income.

There may be some income that is uncertain. For example, if you charge membership fees, the amount you will receive will depend on how many members you have. Try to make the best estimate you can. It probably won't be 100% accurate, but it will be good enough to help you give a rough idea of how much money you will have available during the year.

If you expect to receive and spend money for an activity (such as hiring a coach and selling trip spots), include all income, even if it will be spent immediately. Also include any cash income, such as member contributions. Remember to note the expected dates of income to avoid overspending.

Using the Budget

Most of the budgeting is risk management. Is the money available? Will ticket sales recoup the costs? Is predicted income guaranteed or assumed? Budgets need to be realistic, don't manipulate figures, and always have a 15% contingency.

Your budget should be used and updated regularly throughout the year to keep track of your finances and progress. The treasurer should present regular finance reports to the group or committee, detailing actual income and expenses to date and comparing those figures with the budget. This will help assess financial progress and determine available funds for different purposes.

Summary

You will find it useful to look at previous budgets and your successors will find your budget useful if it is detailed and done well.

Remember – students must not transfer or accept any form of funding relating to your club or society to a personal bank account (e.g., accepting ticket sales or other income).

The club/society accounts are your responsibility. The Students' Association won't bail you out if you overspend. Overspending leads to deficits, funding cuts, and repayment plans.

STUDENT GROUPS GRANTS

The Highlands and Islands Students' Association may provide grants throughout the year for clubs and societies. These grants are provided to help support groups to provide experiences for the student population.

**Clubs and societies should work to become financially self-sufficient.
We cannot guarantee funds and student groups must not raise invoices if they don't have sufficient income to cover them.**

The Student Groups grants will be offered at set times throughout the academic year. The frequency and timing of the grants will depend on factors like available funds and the needs of clubs and societies. When possible, grants will be offered near the beginning of each term.

Applications will only be accepted during the application window which will be clearly publicized on the GRANTS page of the Students' Association website. Clear application timeframes will allow us to support the year-long activities of your clubs and societies more effectively.

We encourage you to apply if future activities or a project can't take place without this grant funding, or if you don't have sufficient finances from your own fundraising attempts. If you have non-grant funds available from fundraising or from memberships, please clearly explain why you are not able to use these for the requested purpose.

Please make sure to submit your application before the deadline. Late applications will not be considered for that grant period.

Unless otherwise noted, all internal grants are subject to the following terms:
- Submissions can only be made by presidents or treasurers.
- Funding will be awarded on a case-by-case basis.
- Only affiliated groups may apply for the Student Group Grants.
- Groups may submit ONE application for each grant cycle.
- A single application can include requests relating to multiple events, projects, activities.
- If your group is in deficit, you may not be eligible to apply for grant funding. In this instance, please contact us immediately.
- Grant funding can only be used for what it was awarded for. Any changes to the expenditure of grant funds must be approved by the Community Engagement Manager. The Students' Association will retain any surplus funds, should the grant exceed the cost of the approved activities, for future grants.
- Grant funding cannot be rolled over to the next academic year.
- You can make a purchase using a combination of grant and non-grant funding.

- If there is a personal or family interest in the supply of any goods or services, this must be declared to the Community Engagement Manager. Two outside quotes will need to be obtained and provided to demonstrate best value.
- If you are purchasing equipment above £100 an item, you must also submit two additional quotes to prove you are getting good value for the item you have identified.

> To access the grant application template, click the link **here** to view the file, please save your own copy before making any edits

What can you apply for?

You can request funding for:

- Costs relating to activities, projects, or events that support the Aims and Objectives of your group.
- Maintenance costs
- Equipment* (See the section on Equipment)
- Coaching/Instructor fees** (See the section on Quotes)
- Facility hire
- Food and non-alcoholic beverage for an event

You cannot request funding for:

- Alcohol, bar hire, pub or disco vouchers
- Non-specific general costs
- Charity, religious, or political donations
- Debt, overdraft
- Expenses outside the activities of the club/society
- Property for an individual

*Equipment: Applications to purchase equipment and other non-consumable goods must include additional documentation detailing how it will be stored, maintained, and made available for the use of members.

- Storage and maintenance agreements must include provision for non-term times including public holidays, college closures, term breaks, etc.
- Applications for equipment purchases of more than £100 an item must be accompanied by three quotes to demonstrate good value.
- Groups must declare any intent to purchase equipment from an individual or non-trading organization.
- If a purchase is approved, the group is responsible for following the policy on equipment.
- No equipment purchased through the Student Groups Grant can be resold or donated without the written approval of the Community Engagement Manager.

**Quotes: When paying fees for an individual (coach, trainer, speaker, etc.), please provide 2 additional quotes of similar services to demonstrate you have sought good value. When purchasing equipment greater than £100, please provide 2 additional quotes to demonstrate good value. Comparison quotes can be obtained by taking screenshots of online prices or receiving an email or other written communication of fees.

Comparison quotes and Equipment arrangements may be attached as a document in the "Additional Documents" section of the online application.

How to apply

Apply through our online application form, located on the Grants page of the website.

1. Before applying, read through the entire guidance.
2. You will need to have the following documents ready:
    a. Membership numbers
    b. Budget (from template)
3. Fill out the online grant form completely, attach required documents, and hit submit. Make sure to check the box to get an email receipt so that you can confirm submission.

If you do not provide the required information in your application, we will contact you. If the required information is not provided within the application evaluation period, you may be denied funding.

Section 1: General Information
This section asks for basic information regarding your group that should already be available from your group's records.

Section 2: Project/Activity Information
In this section, you will describe the project(s) or activities for which you are requesting financial support. We want to understand why these activities/projects are important and how they will impact students.

Section 3: Resources
In this section, you will detail the finances and resources required for your proposed projects/activities. You will need to fill out and upload the Grant Budget template provided on the Grant web page. See the instructions below.

Section 4: Additional Comments
Here you may include any additional information that will help us understand how a grant will help your group and demonstrate any additional attempts to get funding. In this section, you will also find the option to upload additional documents including any agreements with providers, comparison quotes, or plans for equipment.

MAKE SURE TO HIT THE SUBMIT BUTTON WHEN FINISHED!

Grant Budget Template Instructions:

Using the template provided on our website, you must provide a full breakdown of the costs of all projects/activities for which you are requesting funding. This breakdown should cover all expenses for the projects/activities and any funds/income from your group or external sources that will be used to fund the projects/activities. The form will automatically sum the expenses and subtract the income/funds, leaving a remaining balance. This balance is the amount you should apply for from the Student Groups Grant.

Expenses: On the left side of the template, you should list the expenses or costs of the projects/activities. Expenses may include location and equipment hire, physical items, transport, services, fees, additional insurance, registrations, etc. You will need to include a description of the item, quantity needed, and price.

- For each expense, please list the item and include the manufacturer, provider, or location where appropriate.
- List the quantity—do not leave this blank or it will not calculate correctly.
- List the price, including VAT—be as accurate as possible and include decimal points (pence) where necessary.

Each category of expense will total, and the sum of all the expenses will total at the bottom as the "Total Project Cost".

Income Contributions: On the right side of the template, you should list the income that your group will contribute to the projects/activities. Contributions may include income from membership/subscription, ticket sales, entry prices, income from general fundraising activities, donations from external sources, external

grants, special discounts, etc. You will need to include a description of the type of contribution, the quantity, and amount.

- For each contribution, please list the item and include the provider where appropriate.
- List the quantity (the number of that type of contribution)—do not leave this blank or it will not calculate correctly.
- List the amount —be as accurate as possible and include decimal points (pence) where necessary.

Each category of income will total and the sum of all incomes will total at the bottom as the "Total Income Contributions".

HISA Grant: The last total (in yellow) will calculate automatically, but you should double check the figures to make sure you have filled out the sheet correctly. This will be the total expenses of your projects/activities minus the total income contributions. This is the amount you should apply for the Student Groups Grant application.

In Kind Contributions: The application will ask you to list any in-kind contributions as we recognize that you may be arranging for important contributions to your projects/activities that are not financial. In-kind contributions include volunteer hours from members or external parties, donated goods, free use of equipment or location, etc. In short, in-kind contributions cover anything that does not have an associated cost.

What Happens Next?

If your application is approved, you will be notified by email regarding the amount that has been approved and the steps needed to claim your funds. We do not simply deposit funds into your account. Instead, you will be required to submit an invoice, submit an order to be placed, or submit receipts for reimbursement. Instructions on this process can be found in the next chapter.

If your application is not successful, we will attempt to offer an explanation and can provide support and suggestions to look for alternative funding. You may also reapply during the next open grant round.

BUDGET REQUEST INSTRUCTIONS

How to fill out the budget request form for Club and Society Grants

If you want to purchase anything from your club or society grant, a 'Clubs and Societies Budget Request Form' needs to be submitted. The request must be approved PRIOR TO PURCHASE taking place, unless it has been agreed with the Community Engagement Manager that purchases/expenses/invoices are paid back to the club or society retrospectively. Please allow sufficient time when submitting the request to allow for processing of the request and delivery, which can often be longer for the Highlands and Islands.

There are three types of purchases that can be made from the Student Groups Grant. It is essential that you clearly mark the type in question 1 on the Budget Request Form. You must then follow the procedure described for each option as per below. Failure to follow the correct procedure can lead to delays or rejections in processing orders, invoices, or expense claims.

1) Purchase by Finance Team (e.g. Amazon orders) – This means that we purchase an item for you directly from a website or manufacturer. Ensure you fill out all the sections on the Clubs and Societies Budget Request Form in as much detail as possible. Where requested, provide a delivery address, contact name, and phone number.
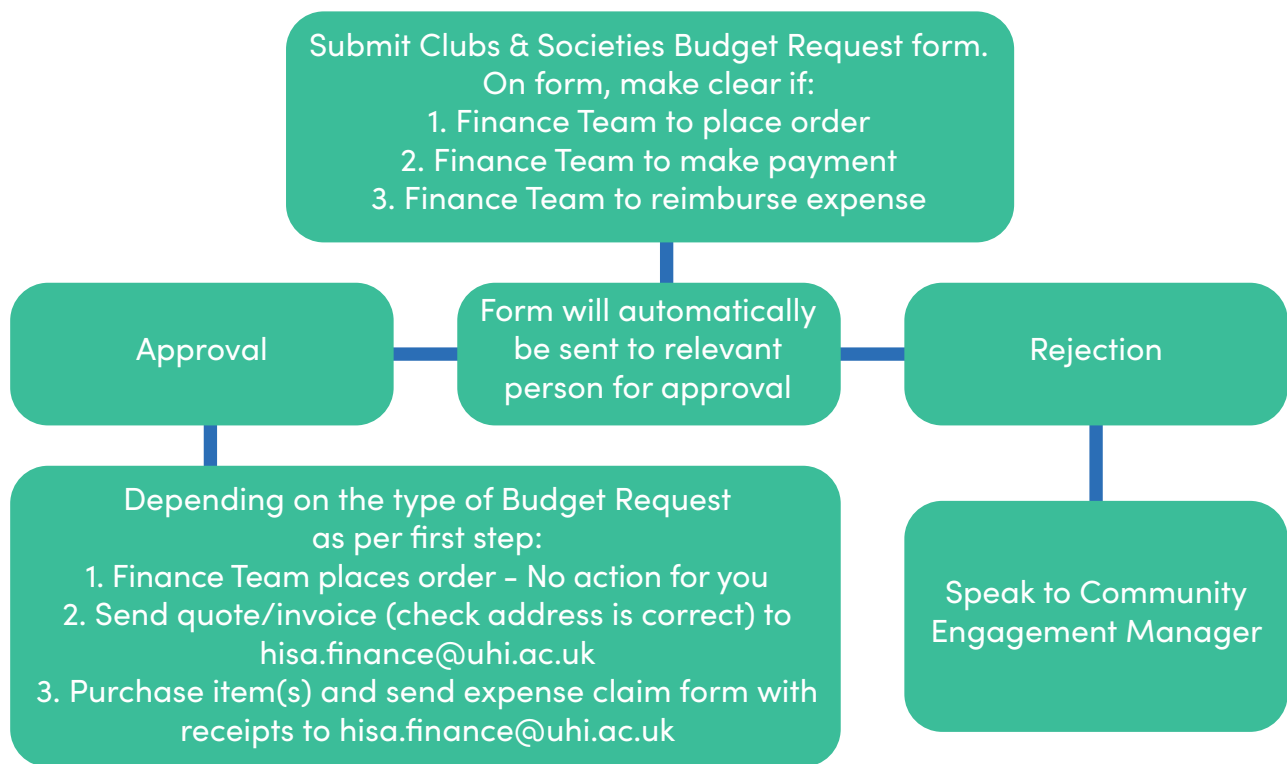
2) Payment by Finance Team (i.e. payment for an invoice or paying for an order you want to place yourself) – This means you will order something (including work done or service fees) and we will pay the invoice. Quotes/Invoices that require payment should be sent to hisa.finance@uhi.ac.uk or attached to the Clubs and Societies Budget Request Form. Always ensure that the invoice is addressed as per below before sending it.

> Highlands and Islands Students' Association (HISA)
> Centre for Health Science
> Old Perth Road
> Inverness
> IV2 3JH

3) Expense to be reclaimed – (i.e. repayment of something purchased individually). Purchase of item(s) by a member of the Club or Society can only be reimbursed AFTER the Budget Request Form has been approved and an Expense Form with supporting documentation (i.e. receipts) has been sent to hisa.finance@uhi.ac.uk with a description of what request it is for. The person to be reimbursed will need to be named on the Budget Request Form. Always ensure that the bank details provided on the Expense Form are correct as this is the account the payment will be made into.

Important: Requests of type 1 or 2 that are to be purchased/invoiced from the same supplier (like Amazon) can go on the same form as long as a link to each item is provided with correct quantities. However, purchases of items from multiple suppliers will have to be submitted through separate Budget Request Forms. If a member of your club/society purchases from different suppliers and claims funds through reimbursed expenses (option 3) only one form needs to be submitted as the cost is a reimbursement to one person.

Submit Clubs & Societies Budget Request form.
On form, make clear if:
1. Finance Team to place order
2. Finance Team to make payment
3. Finance Team to reimburse expense

Form will automatically be sent to relevant person for approval

Approval

Rejection

Depending on the type of Budget Request as per first step:
1. Finance Team places order – No action for you
2. Send quote/invoice (check address is correct) to hisa.finance@uhi.ac.uk
3. Purchase item(s) and send expense claim form with receipts to hisa.finance@uhi.ac.uk

Speak to Community Engagement Manager

Expense claim process

Any allowable expenses to be reimbursed through the Student Groups Grant requires a Clubs and Societies Budget Request Form to have been submitted and approved prior to purchase. After approval and after purchase has taken place, the expense can be reimbursed if an Expense Form is filled out and sent with supporting documents to hisa.finance@uhi.ac.uk with a description of what request the claim is for. Always ensure that the bank details provided on the Expense Form are correct as this is the account the payment will be made into.

To access the budget request form, click the link **here** to view the file.

To access the expense form, click the link **here** to view the file.

EXTERNAL FUNDING FOR SPORTS CLUBS

A Guide to Sponsorship, Funding and Fundraising for Sports Clubs

This is a resource that provides valuable insights to sports clubs about obtaining funds for the club. It offers practical advice and tips on how to secure sponsorship deals, make successful funding applications, and organise effective fundraising events. With this guide, clubs can learn the essential skills and strategies they need to secure financial support, develop partnerships, and build sustainable funding streams for their club.

Sponsorship

Sponsorship from local businesses can be a significant source of funding for clubs. In return, sponsors can increase their brand profile and promote their business to a new audience. This guide will provide a step-by-step approach for clubs to secure sponsorship.

Step 1: Identify Potential Sponsors: The first step is to identify potential sponsors that would be interested in supporting the club. This could be local businesses or organizations that have a connection to the university or the sport. Some possible sponsors could be local gyms, sporting goods stores, or restaurants/hotels.

Step 2: Research Potential Sponsors: Once potential sponsors have been identified, the next step is to research the sponsor's interests, goals, and values. This information can help sports clubs tailor their sponsorship proposals to meet the sponsor's needs. Some information that could be researched includes the sponsor's target audience, marketing strategies, and recent community involvement.

Step 3: Create a Sponsorship Package: Clubs must contact the Community Engagement Team at hisaactivities.uhi.ac.uk to create and offer a sponsorship package. The Sports Development Coordinator will help the club determine what it can offer and what it can promise in return. The sponsorship package should include specific details about the club, including its history, performance, and goals. This package should also specify the benefits that the sponsor will receive in return for their investment. Some possible benefits could be sponsorship mentions on social media, logos on team uniforms, and prominent signage at home games.

Step 4: Reach Out to Potential Sponsors: The next step is to reach out to the potential sponsors and introduce the club and the sponsorship package. This can be done through email, phone calls, or in-person meetings. It is important to be prepared to answer any questions the sponsor may have and adjust the sponsorship package accordingly. Be sure to clarify that the agreement would be with the club rather than with the Students' Association or with UHI.

Step 5: Follow Up and Thank the Sponsor: After securing sponsorship, it is essential to maintain a positive relationship with the sponsor. This includes following up regularly to provide updates on the club and reminding sponsors of upcoming events and competitions. It is also important to show appreciation by thanking the sponsor for their support and promoting their products or services to the club's followers.

Funding

There are several grants available for sports teams. Here is a list of some funding opportunities:

- Student Groups grants: Click **here** to visit the website
- Sport Scotland: Click **here** to visit the website
- Local authorities: Check on your local council website for funding available for sports.
- Aldi Scottish Sport Fund: Click **here** to visit the website
- Co-op Local Community Fund: Click **here** to visit the website

Please contact our Sports Development Coordinator if you have any questions when filling out funding applications. Some of these grants may only be open at certain times in the year.

Clubs are not eligible for grants that require registered charity status. If you have questions about eligibility, please get in touch with the Community Engagement Team.

Fundraising

Fundraising events are an excellent way for clubs to raise the necessary funds they need throughout the year. With proper planning and execution, these events can make your club financially stable and successful. Here are some steps to follow when thinking about holding a fundraising event:

Step 1: Brainstorm Ideas: Start by creating a list of ideas that can generate funds for your club. Some ideas that you could consider include:

- Competitions
- Football cards
- Bake sales
- Sponsored runs, walks or bike rides
- Fun runs
- Raffles or tombolas
- Quiz nights
- Sports competitions or tournaments
- Crowdfunding

Step 2: Create a Project Timeline: Plan the timeline of each event, coordinate activities, and set a realistic deadline for each activity. By having a project timeline, you can keep the team focused and make the fundraising process more efficient.

Step 3: Create a Marketing Plan: Develop a marketing plan to promote your events to maximize attendance and, therefore, funds generated. Here are some ideas to help you get started:

- Utilize social media platforms such as Facebook, Twitter, and Instagram to advertise the event.
- Distribute posters or flyers around campus and other local businesses.
- Approach local newspapers or radio stations to give your event free exposure.
- Utilize university groups for cross-promotion.
- Consider partnering with local restaurants and bars on mutually beneficial promotions.

Step 4: Work Together as a Team: No fundraising project can be successful without the support of a dedicated team. Identify the core members of your team for each event with specific roles and responsibilities. Encourage all team members to participate in all aspects of the fundraising process, including organising and promoting the event, the set up, and the running of the event itself.

Step 5: Keep Track of All Finances: Maintain a comprehensive record of all the revenue and expenses incurred throughout the fundraiser event. It will help you track the money coming in from the fundraiser. All funds, expenses and income, must be included on the quarterly reports that you turn into the Community Engagement team.

In summary, running a fundraising event for your club requires a good plan and teamwork. Take the time to prepare, promote, and execute your events properly, set a realistic timeline, and track the financial records to ensure your club's financial stability.