

## Checklist

Form	Who needs to sign this?	What else do you need to remember	Done?
Society Registration	Chair, Secretary and Treasurer.  All must be students at the University of Manchester	<ul style="list-style-type: none"> <li>✓ Choose two cardholders</li> <li>✓ Committee members contact details.</li> <li>✓ Library card number of committee members</li> <li>✓ Choose your main contact - they will be the contact for the UMSU staff.</li> </ul>	
Society Constitution	Chair, Secretary and Treasurer	<ul style="list-style-type: none"> <li>✓ Library number of committee members</li> </ul>	
Duty of Care Activities Risk Assessment	Chair inc. their library card number	<ul style="list-style-type: none"> <li>✓ This form is mandatory</li> <li>✓ Details of all activities past and future need to be written down</li> </ul>	
List of Members	Every student who wants to join your society	<ul style="list-style-type: none"> <li>✓ Full name</li> <li>✓ Signature</li> <li>✓ Library card number</li> </ul> <p>Without all of the above you will not receive funding for your and can mean that you will not be recognised.</p> <ul style="list-style-type: none"> <li>✓ Email/mobile number</li> <li>✓ Photocopy this for your own records.</li> </ul>	
Inventory	Chair & Treasurer		

**TREASURER TRAINING IS COMPULSORY OR YOUR SOCIETY WILL NOT BE REGISTERED.**

**Details for Treasurer Training will be posted on the website and on the Societies Committee noticeboard**