

ESSENTIAL INFO

1. To create a society, fill out the societies registration forms.
2. £2 will go into your budget for every registered student signed up, or £3 if you become a Silver or Gold society. Your budget is the maximum amount of money you can claim back from the union.
3. Claims for over £100 should be approved before money is spent to ensure no one ends up too much out of pocket!
4. Every society treasurer must attend Treasurer Training (for every year they are treasurer)
5. You cannot claim for food and drink
6. Society accounts have NO overdraft facilities
7. Equipment and room bookings can be made by Society Cardholders at General Office weekdays 10am-3pm.
8. Posters must be submitted at General Office where they will be approved.
9. All societies must complete a Societies Activities Risk Assessment Form as part of registering