Society Reaffiliation 2025 ⤴

To be filled in by outgoing and incoming committees **AFTER** you hold an AGM. Response due 30th May 2025, this form will close by then and any affiliation requests will have to be done through the 'Start a Society' webpage. Affiliate before 30th May to get a spot at the fresher's fair. Feel free to email strathunion.societies@strath.ac.uk with any questions! The form consists of the following sections:
1. Society Details & Proof of AGM/voting process. **2**. New committee member details. **3.** Policy, Constitution and Annual Risk Assessment. **4**. Website Products/Merchandise. **5.** Society Cupboard Use. **6**. Funding Requests. **7**. Society Training Day. **8.** Recurring Room Bookings.

* Required

* This form will record your name, please fill your name.

[   ]

Society Details

1. Society name *

[   ]

2. Does your society have a Strath email? *
(unionsociety-[yoursociety]@strath.ac.uk)

◯ Yes

◯ No

3. What is your Strath Email? *
(It should be in the format unionsociety-[yoursociety]@strath.ac.uk)

[   ]

4. We will set you up with a Strath email - what format would you like?
  *
Please use the format unionsociety-[yoursociety]@strath.ac.uk to fill in your preferred email (for example, bowling society would be unionsociety-bowling@strath.ac.uk)

[   ]

5. Do you have an alternative society email that you use? *

　○ Yes

　○ No

6. Alternative society email *

[   ]

7. Please provide evidence that you held your AGM and your new committee was elected democratically. *

Evidence can be in pdf or word doc format, and could include a photo of the soc at your AGM, or calendar invite, and evidence of how you voted.

　⤒ **Upload file**

File number limit: 1　Single file size limit: 1GB　Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

NEW Committee Member details

8. President name *

[   ]

9. President email *

[   ]

Please enter an email

10. President DS *

[   ]

11. Treasurer name *

[   ]

12. Treasurer email *

[   ]

Please enter an email

13. Treasurer DS *

[   ]

14. Other Committee member details. MUST include name, committee position, ds number, and strath email *

[   ]

Policy, Constitution and Risk Assessment

15. By ticking this box, you agree that your society, the committee and all society members and event attendees will abide by Strath Union's Societies Policy. *

   ○ I agree

16. By ticking this box, you agree that your society, the committee and all society members and event attendees will abide by Strath Union's Code of Conduct. *

   ○ I agree

17. Please upload your completed Society Constitution here using the template below. Any constitution that doesn't follow the template will have to be approved by the societies executive. Should be completed by the **INCOMING** committee *

   https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.strathunion.com%2Fpageassets%2Fsocieties%2Fpolicy%2FFinal-Ratified-Societies-Policy-and-Constitution-2024-25.docx&wdOrigin=BROWSELINK

   [⬆ Upload file]

   File number limit: 1   Single file size limit: 1GB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

18. Please upload your completed annual risk assessment here. Should be completed by the **INCOMING** committee *

   This should include assessments of all of your usual society activities as well as any larger events you are hoping to run. Don't worry if you aren't able to provide full details yet, just fill in what you can and you can fill out an extra risk assessment before any events. **Template is here:** https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/riskassessment/NEW-Risk-Assessment-Template.xlsx

   [⬆ Upload file]

   File number limit: 1   Single file size limit: 1GB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Products/Merchandise

Please note that an MSL fee of £0.30 will be automatically added to all your products under £20 so DO NOT include this in your fee.

19. Standard Membership Fee *

20. Associate membership fee *

21. Other Membership type, name and fee e.g single semester memberships, £5 (write N/A if not applicable) *

22. Do you have any society products currently on the website you would like to keep? *

(If yes, please give details of each product and their cost, e.g. [societyname] hoodie, sizes s,m,l,xl,2xl, £35)

Cupboard Use

23. Do you have anything stored in the society cupboard? *

   ◯ Yes

   ◯ No

24. What do you have stored and where? Please give **exact** details - anything undeclared will be removed and destroyed/donated over the summer by the socs team *

   [   ]

25. Would you like a spot in the society cupboard? *

   ◯ Yes

   ◯ No

26. What would you store there? *

   [   ]

27. Do you store society items anywhere else on campus? *

   ◯ Yes

   ◯ No

28. Where do you store them? *

   [   ]

29. What do you store? Please provide an itemised list *

   [   ]

Funding Requests

30. Will you be running events that will require funding from the socs exec this year? e.g. trip or conference, cultural events and celebrations etc *

    ◯ Yes

    ◯ No

31. Please upload a list using the template linked below. *

    https://view.officeapps.live.com/op/view.aspx?
    src=https%3A%2F%2Fwww.strathunion.com%2Fpageassets%2Forganisation%2Fresources%2Fagm-
    handover%2Fhandover%2FRe-affiliation-Funding-information.docx&wdOrigin=BROWSELINK

    ⤒ Upload file

    File number limit: 1   Single file size limit: 1GB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Society Training Day

32. Are you and your committee members available on August 20th for a society training day? *

- ○ Yes

- ○ No

- ○ Maybe

33. How many commitee members are available *

34. Names/positions of committee members interested *

Recurring Room Bookings

35. Will you need to make any recurring university room bookings this year, e.g weekly, monthly.
*

Any recurring room booking requests for Semester 1 will have to be submitted by the end of July.

○ Yes

○ No

○ I don't know yet

36. First date of booking *

[🗓]

37. What is the repeat frequency? *

○ Daily

○ Weekly

○ Biweekly (once every two weeks)

○ Monthly

○ Other

38. Last date of occurrence (dd/mm/yyyy) *

[🗓]

39. Start Time (hh:mm) *

[   ]

40. End Time (hh:mm) *

[   ]

41. Estimated number of attendees *

[   ]

42. Will there be any children (under 16) attending? *

○ Yes

○ No

43. How many children? *

[   ]

44. Will there be any non-Strathclyde students or staff attending? *

○ Yes

○ No

45. How many non-Strathclyde attendees? *

[   ]

46. Type of University space required *

Details of the bookable spaces in the university can be found here: http://strath.esviewer.com/ (Please select "Central pool" from the "Space Category" to see rooms available for society bookings)

○ Flexible Seating

○ Fixed Seating (e.g Lecture Theatre)

○ Music Rehearsal/Open Performance Space (e.g. dance, workout)

47. How many rooms do you require in total for your booking? (e.g. 1, 2, 3 etc.) *

[   ]

48. Please provide the specific room(s) requested for booking (e.g. TL565 AND RC513).

Societies are only able to book "Central Pool" university rooms. To see details of these spaces follow the link and select "Central Pool" from the "Space Category": http://strath.esviewer.com/

Please check the room you are requesting is not already booked by checking the availability here: here: https://cts.strath.ac.uk/Scientia/live2324sws/default.aspx *

[   ]

49. Please list any alternative rooms you would also be happy to use. Should the room you request above not be available, we will first try to book one of your alternative spaces.

If your requested and alternative rooms are not available, we will assign you a suitable space. *

[   ]

50. In addition to the room(s) requested, do you require any space outside the room you are booking or other social space nearby? *

◯ Yes

◯ No

51. Please give details. *

[   ]

52. Will there be any loud noise or general disruption? *

◯ Yes

◯ No

53. Please give details *

[   ]

54. Please provide a general overview of your event. For complex events or bookings please provide as many details as possible to allow us to help to facilitate your event. *

[   ]

55. Which account should any costs for this booking be charged? (Costs may include security charge for out of hours bookings, catering, cleaning, or staff time for complex events): Savings, Grant, Alumni. Please note: You will not be charged without prior contact from union staff to advise if you are happy to accept any charges for your booking. *

◯ Savings

◯ Grant

◯ Alumni