

Society Trip and Large Event Notice Form

This should be filled out at least **TWO WEEKS** before the start date of your trip/event. Your trip/event cannot go ahead without these forms being approved. This process replaces the previous trip authorisation form.

* Required

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

Society Details

1. Society Name *

2. Organiser Details (Name, student email and phone number of **at least two** trip organisers) *

3. Is this form for a Trip or a Large Event? *

A large event is an event with around 50+ attendees, if you are unsure,
email strathunion.societies@strath.ac.uk

☐

Trip

☐

Large Event

Trip Details



4. Trip Name *

5. Date you are leaving for your trip *



6. Date you are returning from your trip *



7. Approx. number of members travelling *

8. Purpose of Trip (brief description of the activity/work being undertaken) *

9. Location of trip **AND** Itinerary (include details and addresses of all towns and areas being visited and stop-overs en-route with dates, and a list of planned activities/schedule) *

10. Types of Travel - (include all types ie air, rail or bus etc) *

11. Accomodation Information (Where will participants stay? Provide details about the accommodation (hotel, hostel, etc., name of esablishment(s), if you are not staying overnight, answer N/A) *

12. Are you planning on hiring a vehicle through the union for this trip? *

☐ Yes

☐ No

13. I agree that my society will send signed travel declaration forms by every member taking part in the trip at least **one week** before the trip start date, otherwise the trip cannot go ahead *

Template for the form can be found here:

<https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/Student-Travel-Declaration.docx>

☐ I agree

Large Event Details

14. Name of Event *

15. Start Date of Event *



16. End Date of Event *



17. Expected No. of attendees *

18. Where will your event be taking place? (If selecting 'Other' option, please explain exactly where you plan on holding your event.) *

- ☐ I have a room/space booked
- ☐ I am planning on booking a room/space
- ☐ Other

19. Do you require catering?

Please note:

Catering in university rooms is only available in flexible seating spaces and you need to arrange and pay for this via the University catering team at Nourish (see <https://www.strath.ac.uk/studywithus/ourcampus/whatsoncampus/campusfooddrink/hospitality/>)

Catering in the union can be arranged by contacting the union catering team (see <https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/roombookingform/TERRACE-MENU-2.pdf-1.pdf>) *

20. Will there be an external speaker at your event? *

☐ Yes

☐ No

21. Please fill out an external speaker form for approval, template linked below *

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.strathunion.com%2Fpageassets%2Forganisation%2Fresources%2Fbookings-forms%2FExternal-Speaker-request-form.docx&wdOrigin=BROWSELINK>

↑ Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Budget

Please state where funds are coming from for your Trip/Large Event

22. Amount from Society Savings Account *

Enter the number "0" if not applicable

23. Amount from Student/Society member contribution *

Please enter the TOTAL Amount AND INDIVIDUAL cost per member, e.g £100 total from members = £10 each for 10 members.
Enter the number "0" if not applicable

24. Amount from Grant Funding (please include source of grant, e.g Socs Exec, Arts & Culture) *

Enter the number "0" if not applicable

25. Amount from Alumni Fund Award *

Enter the number "0" if not applicable

26. Amount from Other Source *

Please include source e.g. external sponsor. Enter the number "0" if not applicable

27. Total cost of Trip/Event *

Risk Assessment and Confirmations

28. Was this Trip/Large Event included in your society annual risk assessment that you completed when you re/affiliated?

*

☐ Yes

☐ No

29. Please include a completed Risk Assessment using the templates below. Make sure to use the **TRIPS** template for trips, and **EVENTS** template for Large Events *

TRIPS

Template: <https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/riskassessment/Additional-Risk-Assessment-Template-Trips.xlsx>

EVENTS Template: <https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/riskassessment/Additional-Risk-Assessment-Template-Events-Activities.xlsx>

↑ Upload file

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

30. I, the President of this society authorise this trip/event. *

[Print Name]

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