

Who We Are and How We Help

Some of you would have already met us, however, we are aware that lots of you would like to hear about who the Societies and Volunteering Team are and what we do. So, below is a quick introduction to who is behind the scenes helping you and what our roles are:

Paul Jones – Head of Student Activities

Oversees and manages all things student activities here at Cardiff Student's Union. This includes Societies, Volunteering, the Athletic Union, Student Media, Give It a Go and Transport.

Ellen O'Dwyer - Assistant Head of Activities- Societies, Volunteering and Student Media

The Assistant Head has a particular focus on supporting societies, volunteering and student media. They have a key role in overseeing the health and safety of groups, sponsorship contracts, complaints, and events such as Freshers' Fair and the SVMA's.

Lily Cornish & Soph Irving – Societies and Volunteering Coordinators

The Societies and Volunteering Coordinators look after the coordination and administration of societies. This includes training, development and engagement opportunities for societies and their committees. In addition, administrative responsibilities such as finance, web, handovers, elections, room bookings and event and trip planning.

Elaine Morgan- Student Media Coordinator

The Student Media Coordinator looks after the coordination of all 4 Student Media groups: Gair Rhydd, Quench, Xpress Radio, and CUTV. They also act as staff contact for a selection of societies, along with the Societies and Volunteering Coordinators.

Eve Chamberlain - Vice President Societies and Volunteering

Your elected Vice President Societies and Volunteering this year is Eve Chamberlain and she is 1 of the 7 elected sabbatical officers. It is Eve's job to represent and champion you and your societies, as well as oversee the Tiering System, lead Society Forums, and provide a voice for our students. You will see and hear lots from Eve throughout the year too.

Collectively, we work to ensure your societies can exist and that they are the best they can be. We work alongside committees to ensure your societies are safe, inclusive, sustainable, and adhering to SU policies. We look forward to meeting you all throughout the year.

How to get in touch

Most questions we are asked by committee members have already been answered in the following places, so always check these first:

- The latest committee update email or previous committee update emails.



- Your notes from in-person or online committee training.
- The online training, accessible via the [student portal](#).
- [Committee Resources](#) on the website.
- The Committee Handbook.
- Ask another member of your committee if they know.

Of course, there will be some occasions where you would like to get in touch with questions. Once you have checked all the above places, you can get in touch in the following ways:

The best way to get in touch during the summer is to drop us an email at societies@cardiff.ac.uk. Our usual response time is **3-5 working days**, however you can expect a delay during busy periods or while members of the team are on leave.

Although some members of the team will be on leave at times over the summer, you are welcome to come in and see us if you have a query. We are based on the 3rd floor of the SU building. There will be someone in the office at all times, but if you wish to speak to a specific member of the team, please [book in here](#) to avoid disappointment.

Staff Contact

All groups have a designated staff contact within the Societies team, who will be their main point of communication. You can book a 15-minute meeting with us via the above link to discuss any queries you may have.

Please email societies@cardiff.ac.uk for all queries and do not reach out via your staff contact's personal email. This allows for the rest of the team to be able to respond to your query when your staff contact is on leave.

You will find your staff contact's phone number on their email signatures, if you wish to phone them.

Please see below for your staff contact:

<p>Activity and Appreciation:</p> <ul style="list-style-type: none"> - AIESEC - Airsoft Society - BSL Society - Cocktail Society - Formula One Society - Model United Nations Society - Ornithological Society - Wet Dippers Wild Swimming Society - Wildlife & Conservation Society - Y Gym Gym - Yoga Society 	<p>Ellen O'Dwyer</p>
<p>Activity and Appreciation:</p> <ul style="list-style-type: none"> - Art Society - Baking Society - Book Club - Bridge Society - Cardiff University Rounders Society - Coffee Society - Hooked - Park Walks and Picnics Society - Plant Society - Sustainable Fashion - Wine and Cheese Society 	<p>Lily Cornish</p>



- Vegetarian & Vegan Society	
Activity and Appreciation:	Elaine Morgan
<ul style="list-style-type: none"> - Alternative Music Society - Amateur Radio Society - Comedy Society - Creative Writing Society - Film Production Society - GrimSoc - James Kimberley Chess Society - Lana Del Rey Society - Live Music Society - Medieval Re-Enactment Society - Quiz Society - Real Ale Society - Taylor Swift Society 	
Activity and Appreciation:	Soph Irving
<ul style="list-style-type: none"> - Anime Society - Cardiff Regular and Irregular Tabletop Society - Doctor Who - Esports - Film Society - Gaming Society - Investment Society - Poker Society - Sci-Fi & Fantasy Society 	
Course Based Groups	Soph Irving
Cultural and International Groups	Lily Cornish
Discussion, Campaign and Awareness Groups	Lily Cornish
Heath Park Based Groups	Ellen O'Dwyer
Performance and Artistic Groups	Lily Cornish
Political and Ideological Groups	Soph Irving

When contacting the Societies team, please be considerate of the following:

- Do not chase emails, as we work on an oldest-first system so chasing will only delay your reply.
- Send emails from your [society]@cardiff.ac.uk account to save multiple committee members emailing the same thing.
- Include the name of your society in the subject line of the email.
- keep the same query/subject to one email thread, so we are able to keep track of its progress. Start a new email thread for a different query.
- Send your query well in advance, and if your query is **urgent**, you can call us or you can come into the activities office (3rd Floor SU building, Cathays).



- If you would like to come in and chat to a member of the team about a query, trip, event etc. then book a 15-minute chat to avoid any disappointment (see '**Staff Contact**' section). Throughout the year the office can get very busy, and we want to be able to dedicate time to speak to you so please book. If you would like to have a meeting for longer than 15-minutes, please email us well in advance so we can be sure to dedicate the time to you.

The Societies team normally work Monday-Friday 9am-5pm so we will not be able to take phone calls or reply to emails outside of these hours.

Health and Safety

We will soon be emailing each committee to ensure your risk assessment, operating procedures and inventory documents are up to date. Please ensure that you complete this process with us in a timely manner and review the documents thoroughly. We will not permit any activity to go ahead without these documents being updated and approved by the societies team.

Please familiarise yourself with the Activities Laws which you can find [here](#) under Policies and Procedures.

Committee Training

The in-person, full committee training is compulsory for all committee members to attend the relevant session(s) during one of the below weeks.

The timetable will be released soon, but Presidents should prepare to attend the full day of both a Tuesday and Wednesday.

Week 1: Tuesday 10th and Wednesday 11th September, 09:00-17:00

Week 2: Tuesday 17th and Wednesday 18th September, 09:00-17:00

If you attended Pre-summer training in June, then you are still required to attend September training, as these sessions will provide a lot more information on each topic.

In addition to in-person committee training, online training will also be available via the student portal. We will be in touch with further information soon.

Wellbeing Officer Training

If you have been elected as a Wellbeing/Welfare officer, and did not attend the training sessions between May and June, please attend **one** of the below September training sessions:



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- **Thursday 12th September- 5-7:30pm – Room 3G- [sign up here](#)**
- **Tuesday 17th September- 9:30am-12pm- Room 3G- [sign up here](#)**
- **Wednesday 18th September 9:30am-12pm- Room 3G- [sign up here](#)**
- **Thursday 19th September 4-6:30pm- Room 3G- [sign up here](#)**

Attendance at one of these training sessions is **compulsory** for all Wellbeing Officers. If you have been Wellbeing Officer in previous year and have already received training, you must attend again this year.

Wellbeing Officer Training is designed to help train each student group's Wellbeing Officer to understand the boundaries of their role, gain a broader understanding of what students might be going through while at university, and what they can do in different situations as Wellbeing Officers. Different services will also be signposted to, and there will be a chance for interaction throughout.

Webpage Access

You should now have admin access to your society webpage via cardiffstudents.com, which is accessible via the cog in the top left corner of your screen. If you do not have webpage access yet, please be patient. If you do not have admin access to your society webpage in 1 working week, contact societies@cardiff.ac.uk.

Presidents and Secretaries should attend committee training to learn how to use admin tools.

Outlook/Society Email Address Access

You should now have access to your [society]@cardiff.ac.uk outlook account. To access this account, follow these instructions:

1. Go to your outlook emails/personal inbox through the Cardiff student intranet.
2. Click on your profile icon in the top right corner.
3. Click 'open another mailbox'
4. A text box will pop up and you need to type the email address of your society in and click open.
5. Ta-da there is your society inbox!

We have found that opening 'another mailbox' does not always work on mobiles or the outlook app so try and use a browser on a laptop/desktop.

If you do not have access yet, please be patient and keep trying. If you do not have access in 1 working week, contact societies@cardiff.ac.uk.

If you do not know what your society email address is – refer to your committee handover, ask the rest of your committee or contact societies@cardiff.ac.uk.

Finance Portal Access



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Presidents and Treasurers should now have access to the finance portal. You can access the finance portal through the student portal [here](#). Here you can upload finance requests, and view your society's daily statement. You do **not** get notifications for this, so please check this weekly. If you do not have access to the Finance Portal within 1 working week, contact societies@cardiff.ac.uk.

Presidents and Treasurers should attend committee training to learn how to use the finance portal and how to generate and spend income.

Memberships

Your 24/25 society memberships are now live! Please make sure your whole committee purchases the Guild of Societies membership and your society membership. If you do not have a membership by **Monday 28th October**, you will be permanently removed from your role on the committee.

If you would like to change the price of your membership, **please let us know before anyone has purchased it.**

24/25 memberships will last from the time of purchase until 31st July 2025 at 23:59.

What is the difference between the Guild fee and the society membership fee?

The Guild fee is an annual fee and allows members to become a member of any society.

Below are a few examples of what paid members can benefit from being part of the Guild:

- Members of the guild are protected by our insurance policy when taking part in registered activity.
- SU and University room bookings with furniture and equipment.
- Advertisement.
- Use of event/commercial spaces.
- Use of storage in the building.
- Use of equipment such as speakers, microphones, keyboard, and fundraising resources.
- Use of licensed music in the building – we pay a fee for this on your behalf.
- Training and development opportunities and resources.
- Grant funding.
- Societies are not charged for credit card fees through the website or card readers – last year the guild paid £8,000 in credit card fees on your behalf.

On top of the Guild fee, members will pay for each society membership. The committee determine the cost of their society's membership. Membership fees combined should cover the cost of the society's core activity for the entire year. Society membership fees will differ as the cost to run each society is different. Committees can reduce their membership costs by fundraising, sourcing sponsorship, and/or applying for grant funding.

Core Committee By-Elections

To remain affiliated, societies must have all core committee roles filled (President, Treasurer and Secretary). **If you are missing one of these roles, you must set up a by-election.**



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To run and vote in an election, members must have purchased a standard society membership and Guild of Societies membership and be a current student at Cardiff University. Associate members are not eligible to run or vote in any society elections.

[Click here for help setting up an election.](#) There is also a step-by-step guide in the Committee Handbook.

Regular Room Bookings (Semester 1 Student Union Rooms Only)

If your group requires a regular room booking in the Student's Union, please complete the request form [here](#) **by Monday 19th August at 9am.** Allocations will **not** be made on a first come first served basis. Requests made any later than this will not be considered.

Please note, by completing this form you are making a request only and this does not confirm your bookings. It is also not guaranteed you will have the same booking as previous semesters. This process will be repeated at the end of the term, to determine your Semester 2 regular room bookings.

Please be as open and flexible as possible with your requests, as you are more likely to receive slots by doing so. Please only make requests for times and days that you and any coach/instructor will be able to attend (e.g. do not request Mon-Fri 9am-11pm if you are not available for the entire period). If you are relying on a coach or instructor, please do not complete this form until you have their availability confirmed.

We will make every effort to accommodate requests, however we have limited space and over 220 groups and 70 sports clubs. Some groups will be given priority in some spaces (e.g. studio space or space where equipment is stored) as they are unable to meet anywhere else, but we encourage all groups who would like a regular booking to make a request.

Only submit 1 form per group. We appreciate your cooperation, flexibility, and understanding.

We will be in touch to confirm your regular room bookings the week commencing Monday 26th August.

Room Booking Access

Students' Union Room Bookings

Committee members should use [this link](#) to access the Students' Union Room Booking System. Your username for this system will be your [society]@cardiff.ac.uk email address and the password would have been created by the previous committee. We do not know your passwords so please ask your previous committee. If you need the password to be reset, contact societies@cardiff.ac.uk

Use this system to request one-off room booking and manage your existing bookings. **Do not attempt to book regular rooms this way;** we will reject all these requests. The system will not let you book over a month in advance, and you should also make all booking requests at least **3 days in advance.**



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One-off booking requests won't be approved until regular bookings are in place.

University Room Bookings

Societies will have access to request spaces in the following University buildings and opening times:

- Main Building: 08:30-18:00
- Sir Martin Evans: 07:30-18:30
- Redwood: 07:30-18:30
- John Percival: 07:30-21:00

Presidents and Secretaries can use [this link](#) to access the University Resource Booker and make a request for a one-off or reoccurring booking.

The above spaces are available at these times only **during the weekdays**. For weekend or out of hours bookings, please contact societies@cardiff.ac.uk.

Heath Park Campus

Unfortunately, society's are not able to request rooms at the Heath Park campus. However, we may be able to make a request on your behalf. Please contact societies@cardiff.ac.uk with your preferred day, time, building and expected number of attendees. Opening times are as follows:

- Ty Dewi Sant: 08:00-17:00 (**Out of Hours bookings are not available in this building**)
- Cochrane: 08:00-17:00
- Main Hospital: 08:00-18:00
- Michael Griffith Education Centre: 08:00-18:00

Remember, a request does not confirm your booking. You must wait for confirmation.

If you would like to invite a guest speaker to your activity, you must complete the Guest Speaker form on [this page](#) and send it to societies@cardiff.ac.uk with at least 21 working days' notice.

Presidents and Secretaries should attend committee training for further guidance.

Freshers Fair

The Freshers' Fair(s) will take place on Monday 23rd, Tuesday 24th, Wednesday 25th and Thursday 26th September. The Societies and Volunteering fairs will take place on **Wednesday 25th and Thursday 26th September** in the SU building, Cathays. The Heath Park Fair will take place on **Wednesday 25th September** at the Heath Park Campus.

If your society would like to have a stall at either of the Societies and Volunteering Fairs and/or the Heath Park fair, **you must complete [this form](#) by 9am Monday 12th August. Failure to complete the form on time will result in your society not having a stall at the Freshers fairs.**

Please be aware, there are limited stalls available each day. We will aim to provide you with your preferred day, but we cannot guarantee this. If there is more capacity once stall allocations are made, we will offer a second day.



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We will be in touch shortly after the deadline to confirm stall allocations and provide more information.

Give it a Go

Give it a Go sessions are a great way of showing what your group does, attracting new members and developing your group - plus they'll help you with the tier system!

Plan Give it a Go sessions the same way you would plan a regular session and upload them as an event to the website as you normally would with a clear title. Give it a Go sessions **must be ticketed** even if they are free (instructions on setting up an event are in the Committee Handbook and will also be covered at committee training). Please ensure you use royalty free images to promote your activity.

Once you have set up your event, fill out [this form](#) by **12pm on Thursday 12th September** and we'll promote your event on the Give it a Go page.

We would encourage you to use regular room booking slots to facilitate Give it a Go activity. If you need additional room bookings to facilitate your Give it a Go activity, see the room booking section of this email.

For any questions regarding Give it a Go, contact giveitago@cardiff.ac.uk

Development Plan Meeting

Societies are required to book a development plan meeting each semester with their staff contact. All committee members are welcome to attend but we ask at least the core committee are present. These meetings are an opportunity for you to discuss your aims and objectives and to ask any questions. You can find the Development Plan template on Committee Resources.

Please book your meeting [here](#).

Grant Applications Info

Affiliated groups can apply for grant funding from the Student's Union. We will be in touch soon with further information and an application form.

Transport – are you going on a trip this year?

We have a small fleet of 9-seater and 17-seater minibuses, whilst we can also hire additional vehicles on request. These get booked far in advance, so plan ahead with these booking requests.

To drive a 9-seater, you must be over 18 with 1 years' driving experience. To drive a 17-seater, you must be over 21



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with 2 years' driving experience (you will also need to complete a MiDAS theory lesson before the road test for a 17-seater). Before any test drive, your licence will need to be checked with the DVLA and anyone with 4 points or more will not be permitted to complete the course.

To book a test, please email SUTransport@cardiff.ac.uk.

To request a vehicle, please complete [this form](#).

Bluetooth Speakers

There are 2 Bluetooth speakers and microphones available for societies to use free of charge. Contact societies@cardiff.ac.uk to request these.

Speakers must be returned to security on the 2nd floor of the SU once you have used them. Please take great care when using one of these speakers and microphones or we will not be able to offer them to groups.

Societies Executive Committee

Applications for the Societies Executive Committee will be opened soon – Eve will be in touch about this, so keep an eye out for her updates!

Tier System

The Tier System is designed and led by your VP Societies and Volunteering. Get to know the tier system early as some of the requirements are time sensitive. There will be more about the Tier System in Eve's update!

Society Merchandise

Macron

Macron is our official kit supplier. Societies are welcome to get in touch with Jamie at Macron (jamie@macronstorecardiff.com) to find out more and to set up a shop on their website. Macron also have a store on the ground floor of the Students' Union which makes ordering and collection easy!

Y1 Fleeces

To order your Y1 fleeces, contact lovecardiff@cardiff.ac.uk.

Volunteering



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We have amazing volunteering projects which your group could get involved in: Get involved in giving back to the community, building a community amongst your members, and boosting your own personal and professional development all while ticking off points on the tier system. You can find more information about the opportunities we have [here](#).

Student Media

Cardiff Students' Union has 4 student media platforms. Each year they produce incredible content with and for our societies, volunteering projects and sports clubs. We want to encourage you all to consider approaching at least one of the media platforms to work with them on covering your group or an event that you are running. You can find more information about each of the platforms [here](#).

Key Dates and Deadlines – Semester 1

Freshers Fair Stall Request Deadline – 9am Monday 12th August

Regular Room Bookings Deadline – 9am Monday 19th August

Give it a Go Deadline – 12pm Thursday 12th September

In-person Committee Training – Week 1: Tuesday 10th and Wednesday 11th September, 09:00-17:00 **or** Week 2: Tuesday 17th and Wednesday 18th September, 09:00-17:00.

Freshers Fair (Sports Days) - Monday 23rd – Tuesday 24th September

Freshers Fair (Societies and Volunteering Days) – Wednesday 25th- Thursday 26th September

Freshers Fair (Heath Park) – Wednesday 25th September

Membership Deadline – Monday 28th October

Societies Forum 1 – TBC

Students' Union AGM- Thursday 21st November

Winter Showcase – Monday 25th November

Best Wishes | Cofion Gorau,

Guild of Societies

Cardiff University Students' Union

Park Place, Cardiff CF10 3QN

cardiffstudents.com

Find us on social media @cardiffstudents

Undeb Myfyrwyr Prifysgol Caerdydd

Plas-y-Parc, Caerdydd, CF10 3QN

cardiffstudents.com

Dewch o hyd i ni ar y cyfryngau cymdeithasol
@undebmyfyrwyr



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