

## Departmental Society Affiliation Guidance 2022/23

Below you will find each of the questions on the application form listed in bold, along with guidance on how to answer them.

We would recommend writing your answers document and pasting them into the application form.

For any other questions about the affiliation process, please email our [Departmental Societies Coordinator](#).

### **1. What is the main purpose of your proposed Departmental Society?**

Our vision is for Departmental Societies to provide a community for students to connect with each other through their specific interests and develop a sense of belonging.

Think about the aims of your society – what are you hoping to achieve? It might be useful to come up with a couple of key aims or targets for the academic year and give details of how they will contribute to the overall purpose of your society.

### **2. Please provide an outline of the activities and events you would like to run throughout the year.**

These might include workshops, taster sessions, talks from academic or guest speakers, social events and trips.

Think about key times and markers throughout the academic year, and when might be the best time to hold particular events. You might also want to take into account exam periods, when activity may need to be reduced, and whether you plan to offer activity outside of term time (e.g. during the summer or winter holiday period).

### **3. How will your society benefit UCL students and your department?**

We are keen for students to collaborate with their departments to form learning communities, access new opportunities and create long lasting memories at UCL.

Think about how you might work with your department to achieve your aims and goals, and consider the ways in which they can support you. We want departmental societies to provide mutually beneficial opportunities for both students and their departments!

### **4. How will you ensure your society is inclusive and accessible?**

At UCL we are proud of our history of equality and inclusion. All societies and clubs must operate within a system of 'open membership', meaning that everyone can join.

Think about any initiatives or programmes you might want to run to promote inclusivity and diversity within your society and department.

### **5. Demonstrate how the activities of your proposed society are not already catered for by an existing society.**

Be unique! In order to best support our student groups, we ask that you ensure your core aims and activities do not overlap with other societies (you can see the full list of clubs and societies [here](#)).

Notice a similarity with another society? Get in touch with that group to see how you can be involved, or adapt your objectives so you can offer something unique. We cannot affiliate a new society that shares another group's core objectives or requires the same resources.

### **6. How do you envision your proposed society developing over the next three years?**

What are your long-term goals for your society, and what future opportunities would you like to provide? Our Departmental Societies Coordinator, Evie, can support you in creating a development plan to help your society grow.

### **7. Please provide an estimate of how much funding you would require to carry out your activity**

Society income can be generated from a number of sources, including membership, sponsorships and event tickets. As an affiliated society, you can also apply for the Departmental Society Grant, to receive funding for a specific purpose or proposed activity.

### **8. Please provide a breakdown of your proposed expenditure**

You can use our draft annual budget template as a guideline, and upload this as a supporting document at the end of the form.

## **Committee Details**

You'll need to add the details of the society President, Treasurer and Welfare Officer. This includes their name (as this appears on their UCL ID card), UPI (Unique Personal Identifier – 5 letters and 2 numbers on the bottom of their UCL ID card), UCL user ID, contact number, UCL email address and an alternative email address.

All Departmental Societies are required to have these three mandatory officers. The President and Treasurer as known as the principal officers. The President has overall responsibility for the society, and the Treasurer is responsible for the society's finances. There can only be one President and one Treasurer. The other mandatory position, the Welfare Officer, is responsible for the welfare of society members.

Further details on each of the roles can be found in the [Club and Society Regulations](#).

Your three mandatory officers are appointed prior to affiliation. Once you have affiliated, you can then add more committee positions to your society, who must be elected by the society members through an election facilitated by Students' Union UCL.

## **Supporting Documents**

You'll need to upload 30 signatures in support of your society using the template provided on the form. You can either collect digital signatures or include the student's name and UCL email address.

The signatures do not reflect students' commitment to joining your society, only that they would like to support the affiliation of the society. The number of signatures is set at 30 as this is the minimum number of UCL student members each existing society requires to remain affiliated to the Union.