



HOW TO... Set Up a New Society

A Sheffield Students' Union society is a group of students who share an interest, approved and supported by the Union. The Students' Union has over 250 societies already! Check out the 'Activities & Sports Zone' guide or the A-Z list on the Students' Union website (<http://www.shef.ac.uk/union/get-involved/societies/>) to see if your interest is already being represented.

Can't Find What You're Looking For?

If your interest or culture isn't represented at the Students' Union, you may wish to consider setting up a new society. You need at least three registered University of Sheffield students to create a society!

All new society applications will be considered in semester-time by the Activities Officer and Societies Committee. You need to give as much specific information as possible about the aims of your society and what activities you're proposing to do.

So how can I apply?

If you want to apply to become a Students' Union society, here is what you need to do:

1. Read through the 'New Society Application process' flowchart on page 2 of this guide. The flowchart will explain what activities cannot be approved, and what the process is.
2. If your proposed society meets the criteria outlined in the flowchart, then simply fill in the online application form at: <http://www.sheffieldsu.com/get-involved/societies>
3. Societies Committee will let you know the outcome as soon as possible. If you're successful then the Activities Information Desk will let you know where to go from there.

**Any questions? Contact the Activities Information Desk:
activities@shef.ac.uk 0114 222 8620**

For other insurance-related questions please see: _____

- 'HOW TO...Run a Society Safely'
- 'HOW TO...Ensure Your Society is Insured'

New society application process

Stage 1: Your society application is received by Societies Committee, the Activities Officer, the Activities Manager and the Society Development Coordinator.

Stage 2: The Society Development Coordinator (SDC) will pass advice to Societies Committee on the new society application. This usually takes 3-5 days but can take longer in more complex cases when further consultation is needed. This advice will be based on health & safety risks, insurance policy and staffing resources (Criteria 1 – 16 below).

Any new society applications which are deemed to fall under at least one of the following criteria, will be rejected by Societies Committee:-

1. A martial art.
2. A water-based activity.
3. An activity involving motorised vehicle parts.
4. If the activity cannot be covered under the Students' Union's public liability insurance.
5. Is proposing to volunteer overseas, or with under-18s or vulnerable adults.
6. Aims to provide counselling, advice or advocacy.
7. Is a support group.
8. Aims to provide information or guidance relating to examinations.
9. Is proposing activities which have the potential to bring the Students' Union/University into disrepute.
10. Is in conflict with the Students' Union's aims, objectives and values; and/or proposes to donate money to individuals and/or groups beyond the aims and objectives of the students union.
11. Has a primary aim of charitable fundraising.
12. The nature of the activity is deemed to be of such a high risk that it would require a disproportionate amount of funding and/or staff time to monitor to ensure compliance with minimum safety standards.
13. A sport recognised by BUCS.
14. A sport recognised by Sport England (with possible exceptions for a limited range of such sports for which there are no safety or funding issues e.g. croquet).
15. Should the group receive public liability insurance from an external body and/or
16. If the group is constituted or governed by an external body.

Stage 3: After receiving advice from the SDC on Criteria 1 – 16, Societies Committee will discuss the application at their next available meeting (Mondays, term-time only) where a final decision will be made. Societies Committee will also make further policy considerations, without the advice of staff, such as:-

17. Whether the group duplicates the role of an existing society.
18. Whether the group is inclusive and has the potential to benefit all students.
19. Whether the group has a purely social purpose.
20. Whether the group has the minimum number of Full Members required by Societies Committee
21. Whether the group is sustainable as a society.

Stage 4: Societies Committee will e-mail you soon after their meeting to let you know whether your society has been approved or rejected. If it is approved then you will also receive an email from the Activities Information Desk, telling you the next steps in making your society active.