Adopt a Society

**What is Adopt a Society?**

If your Student Group has been unable to fill the four core positions (President/Club Captain, Treasurer, Secretary and Wellbeing and Inclusion Ambassador), it will be classed as ‘dormant’ and will be automatically entered into ‘Adopt a Society’.

This is a new advertising space on [www.leicesterunion.com](http://www.leicesterunion.com) to find potential committee members to either fill vacant roles or completely take over the society. You can find an example of what an ‘Adopt a Society’ page will look like [here](https://www.leicesterunion.com/opportunities/societies/findasociety/8482/).

The Activities & Volunteering Department have created this ‘Adopt a Society’ form to help you ‘handover’ to the Students’ Union and/or the partially elected committee and to enable us to support the next committee with catered advice.

**Please Note:** You do not have complete the whole of this document however, by giving the Activities & Volunteering department as much detail as possible it will give your group the best chance of being adopted.

If you have any questions regarding ‘Adopt a Society’ the Activities & Volunteering Team is on hand. Our working hours are 10am-4pm Monday to Friday and you can get in touch at [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

**What happens after we find a full committee?**

After your Student Group has found a full committee, you will need to apply to be reactivated by filling in the [New Student Group Application Form](https://www.leicesterunion.com/opportunities/societies/start/).

Group Overview

|  |
| --- |
| Please write a brief description of your Student Group  *Think about how you pitch your Student Group to incoming members. What are your Student Group’s aims and objectives?* |
|  |
| Does your Student Group have any Inventory? |
| *If yes, please complete a ‘*[*Student Group Inventory’*](https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/committeeinduction/1-Student-Group-Inventory-21.22.xlsx) *and send to* [*unionactivities@le.ac.uk*](mailto:unionactivities@le.ac.uk)*.* |

Finances

|  |
| --- |
| Does your Student Group have a budget for the academic year? |
| If yes, please send to unionactivities@le.ac.uk. |
| How much money does your Student Group have in your funding account?  *If you are unsure, contact* [*unionactivities@le.ac.uk*](mailto:unionactivities@le.ac.uk)*.* |
|  |
| Sponsor details  *Include contact information, the nature of the sponsorship and any additional details including contracts!* |
|  |
| What are the regular costs of running your Student Group?  *Think about equipment, coaching costs, trips etc!* |
|  |
| How do you fundraise for your Student Group?  *Do you apply for grant funding or sell merchandise?* |
|  |

Events

|  |
| --- |
| What regular activity does your Student Group run?  *Think about online events, training and rehearsals, socials and give it a go sessions! Please give details including when/where/cost/attendance.* |
|  |
| What are your ‘big’/’one off’ events?  *Think about conferences, competitions, external speakers, balls/galas, dinners Please give details including when/where/cost/attendance.* |
|  |
| How did you organise these events? How often do they run? |
|  |

Social Media and Promotion

|  |
| --- |
| What are your Social Media logins/passwords?  *Make sure to include your Social Media Passwords (Instagram, Snapchat, Twitter, Facebook, Canva).*  ***Note:*** Please delete all messages from your Social media accounts before placing them below. The Activities & Volunteering Team will ensure that it is clear before your accounts are passed on. |
|  |
| Does your Student Group any promotional material?  *This includes logos, leaflets, video promotions, branding etc.* |
| If yes, please send to unionactivities@le.ac.uk. |

Contacts

|  |
| --- |
| Does your Student Group have any external contacts?  *If yes, please include their contact details and how you have worked with them previously* |
|  |
| Does your Student Group have any internal contacts?  *If yes, please include their contact details and how you have worked with them previously* |
|  |

Additional Information

|  |
| --- |
| Please use this space to write anything additional information for your Student Group. |
|  |