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

**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

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| 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?*  |
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| 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**.*  |

Finances

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| 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**.*  |
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| Sponsor details *Include contact information, the nature of the sponsorship and any additional details including contracts!*  |
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| What are the regular costs of running your Student Group? *Think about equipment, coaching costs, trips etc!* |
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| How do you fundraise for your Student Group?*Do you apply for grant funding or sell merchandise?* |
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Events

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| 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.*  |
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| What are your ‘big’/’one off’ events? *Think about conferences, competitions, external speakers, balls/galas, dinners Please give details including when/where/cost/attendance.* |
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| How did you organise these events? How often do they run? |
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Social Media and Promotion

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| 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.  |
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| 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

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

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