Society Committee Handover Document 24/25

***Section One: Key Information***

|  |  |
| --- | --- |
| Club/ Society Name |  |
| When it was founded (if known) |  |
| Society Nominal Code |  |
| Current Account Balance  *Please email* [*suclubs@bournemouth.ac.uk*](mailto:suclubs@bournemouth.ac.uk) *to get an up to date account balance before giving the handover document to the new committee* |  |
| Annual Membership Fee |  |

***Section Two: Login Details***

|  |  |
| --- | --- |
| Society Email Address |  |
| Email Password  *If you do not have a record of the society email password, please contact* [*suclubs@bournemouth.ac.uk*](mailto:suclubs@bournemouth.ac.uk) |  |
| Instagram Username/ Password |  |
| Facebook Username/ Password |  |
| Tiktok Username/ Password |  |
| Other: |  |

***Section Three: Club-Specific Information***

|  |  |
| --- | --- |
| Current Star Grading status |  |
| Current no. of members |  |
| Rooms used for socials/ regular events  *Think about what rooms you have used in the past and ones that have specific equipment that your events and socials require e.g. mirrors, projectors, lift access*  Good Kit suppliers/ Venues society has used |  |
| Fundraising ideas/ Successful events/ volunteering opportunities |  |
| *ACADEMIC SOCIETIES ONLY*  Patron Details |  |

***Section 4: Committee W.O.W (Words of Wisdom)***

|  |  |
| --- | --- |
| Society Achievements of the Year:  *Think about what you achieved whilst running your society; are there trips you went on? Socials and events you organised? Is there merchandise you sold? Charities you fundraised for?* |  |
| Advice for the New Committee:  *When you took over the society, what did you wish the last committee/President had passed on to you or made you aware of? Are there any challenges you faced in your time with the society that you think the new committee could work on/ consider moving forward?* |  |

***Section 5: Society Timeline***

*Please add society specific events that have become an annual tradition within your club/society and think it would be useful to pass on for future generations!*

*E.g. Winter Balls, competitions, halloween traditions, xmas socials, overnight trips and international travel*

**Summer before you return**

Start thinking about possible events and planning for First Term

**September**

Freshers Fair

Give It A Go

**October**

Presidents Association and By Elections

Black History Month

**November**

Disability History Month (SUBU Date)

Trans Awareness Week

Reading Week

**December**

Christmas Events and Break

**January**

Re-Freshers Fair

By Elections

2nd Presidents’ Association

International Arrivals + Exams

**February**

LGBTQ+ History Month

Give It A Go

**March**

Women’s History Month

Full-Time Officer Elections- Remember to cast your Vote!

**April**

AAEM History Month (SUBU Date)

Student Pride

**May**

Committee Fest

**Summer**

Handover to the new Committee