**Starting a Student Led Community Project?**

An SLCP starts with an idea for a project or scheme that will make a difference to the lives of not just students but the wider community.

This list is meant to guide you through what you will need to prepare and consider for your project proposal and your initial development meetings with your coordinator. This is meant to help you create a sustainable project that will hopefully be approved as an SLCP.

Please draft a plan/document that demonstrates you have considered all of the below and bring it with you to your first meeting. This is your chance to sell your idea to us and prove that this should become an SLP- so be creative, and include as much detail as possible.

Once you are ready, book in to meet with a Community coordinator by emailing us- you will need to bring this plan and as many of your proposed committee members as possible.

**Getting started**

* Do your research- Make sure that something similar doesn’t already exist! Google it and prove it to us that you’ve looked into this.

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* Is the service or volunteering you will provide wanted or needed? Make sure to ask those that it will benefit.

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* Is your project idea realistic? Make sure to consider Time, Cost and volunteer members

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**Plan your project**

* What will your aims and objectives be?

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* What will your key activities be?

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* Who will lead the project? You need a President, a Treasurer and then you will need to decide on a project leadership structure that fits your group’s needs (e.g. General Secretary, Member engagement…)

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* Who do you need to help you get the project off the ground?

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* Will you need volunteers? Cash? Room Bookings? How many?

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* What support do you need? Training, Recruitment, Publicity?

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* Is your project sustainable? Will it run year to year? Who will take it over?

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* Your project will need to abide by the SU policies (i.e. Equity and Diversity…)
* Is safeguarding an issue?
* Are there any health and safety risks you are aware of?

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**Funding your Project- MAKE BUDGET!**

* What are your start-up costs?

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* What about ongoing expenses?

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* What will your estimated yearly income/expenditure be?

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* Fundraising? Can fundraising cover your yearly costs?

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* Will you have to apply for small grants?

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**Branding your Project**

* What will your SLCP look like on the website?
* What will student volunteers be able to read about your project?
* Will you have social media accounts- Facebook and twitter needed to promote yourselves and keep your volunteers engaged and updated on events and news.
* Design a logo (round- see our website)

**Recruiting Volunteers**

* You will need to decide on clear roles to advertise for volunteering so they know what is expected of them.
* Where will you advertise those roles? Online, word of mouth?
* How will you recruit, interview, informal chat, email?
* How will you maintain the volunteers you have so that they keep coming back?

**Sustainability of your project**

* How will you monitor and report on the progress of your project and produce up to date list of active volunteers for our records? – Hint, you can use the SU website page you will create to help with this (check out existing SLCP pages).
* You need to plan ahead for a comprehensive handover to new committee members. How will you ensure the project lives on? You need to demonstrate to us that there is no chance of this project disappearing when you leave.
* Evaluate the effectiveness of what you are delivering
* Will you meet regularly with your volunteer coordinator so they can help, promote and advertise as well as share success stories?

**Next (once approved)**

* Do your mandatory SU development training (Finance, events and health and safety and produce a risk assessment for the project and any future events.
* Get set up your SU volunteering page on the website and social media.
* Apply for grants.
* Recruit your volunteers- Induction event? Event form needed.

**More info:**

**What we expect of a Student Led Community Project.**

* All student groups must abide by our Code of Conduct <https://www.su.nottingham.ac.uk/resources/Societies/Code-of-Conduct/>
* We ask Student Led Community Projects to be sustainable; they will run from year to year.
* The previous project leader will provide a comprehensive handover.
* To Recruit a Project leader and a treasurer.
* Decide the leadership structure of the project depending on what is relevant for your project.
* The Project will attend a compulsory initial SU development meeting and Health and Safety training.
* The Project will abide by SU policies, i.e. Equality and Diversity policy, alcohol at events policy etc.
* The Project will submit event forms for every event, and if necessary a budget and event plan.
* Produce relevant Public Liability insurance (food at events etc.)
* Provide an up to date list of active volunteers for our records.
* Produce a risk assessment for the project and any large events.
* Use only the SU bank account for in goings / outgoings.
* Show evidence of match funding / fundraising.
* Keep the relevant community coordinator up to date on any significant changes within the group.

**What can the Communities team do for you?**

* Regular touch base meetings for your project/scheme.
* More training resources created if you need them.
* Links with other projects/ societies/groups/community groups and external organisations.
* Welfare Concerns or Committee issues.
* Access to booking rooms and stall space in the Portland building/ around campus. Stall opportunities at Welcome and other events.
* Ad-hoc committee development and general enquires.
* Support with any ideas around community building ideas and events.

**SUPPORTING YOU AS VOLUNTEERS!!!**

**If you need help with the following…**

* Health and Safety Training, SU group training, Role Specific training, Events training, Publicity training, leadership training and more.
* Events & Trips.
* Products and Memberships.
* Student Group Elections.
* Website.
* Sponsorship/ funding and finance queries.

Please email studentgroups@uonsu.com (Please note the student group’s team is split into areas of expertise, just email the main email and the relevant team member will contact you) they will get back to you in 3 working days.

**All we ask of you is…**

* Keep us up to date with what is going on within your project/scheme.
* Attend any relevant training.
* Abide by the Code of Conduct and Student Union Policies.
* Facilitate your volunteers and be a good leader.
* Amend risk assessments when necessary and submit event and trip forms when needed.

**Lastly HAVE FUN!!!!**

**University of Nottingham Students’ Union**

**Code of Conduct**

The University of Nottingham Students’ Union is committed to promoting and supporting student groups to run their activities safely, inclusively and responsibly. Anyone who takes on a role providing and supporting activities for students has a responsibility to ensure that those students have the most incredible time at University.

The following code of conduct outlines what we expect from committee members of student groups and those who organise and participate in their activities. We know that you want to run your activities as successfully as possible and this code is a way of ensuring that that happens.

By signing this code of conduct you agree:

* To adhere to the constitution, rules, regulations and policies of the Students’ Union (Including the declaration of gifts, tips and hospitality in line with Policy, and responsible drinking in line with Policy)
* To act in a responsible manner when participating in or organising activities and not to engage in activities, which may bring the Students’ Union or the University of Nottingham into disrepute.
* To be respectful of all other members of the University community and not to discriminate against anyone in line with the Equalities Act (2010)
* Ensure that money, equipment and resources belonging to the group are used solely for the purpose of achieving the groups aims and objectives
* Not to engage in behaviour which could be construed as threatening, intimidating or offensive
* Not to engage in illegal behaviours whilst representing the Students’ Union or one of its affiliated groups
* Not to undertake any action of harassment or bullying

**Breaches of the code**

If you are found to have breached this code of conduct, the matter will be referred to the disciplinary process outlined in the Student Groups Code of Conduct Bye Law.

**Sanctions**

If the disciplinary process outlined in the Student Groups Code of Conduct Bye Law proves that you have breached the code of conduct the course of action may include any of the following sanctions:

* Issue of a formal written warning about future conduct and outlining the future consequences should there be subsequent code breaches
* Suspension of an individual from the activities of a group
* Removal of an individual from membership of a student group(s)
* Require the individual to issue a formal written apology
* Require the individual to make good any damage caused
* Suspension of a group from external competitions
* Imposition of a fine against the group to be paid from the private account
* Suspension of the activities of the student group
* Freeze accounts held by the students union
* Removal on an individual from their position on a committee

This is not an exhaustive list and the Students’ Union reserves the right to issue a different sanction according to the situation. The provisions laid out within this Code of Conduct also do not preclude action being taken by the University under their Code of Discipline.

**Thank you**

**We would like to thank you for taking on your role and for agreeing to uphold this code of conduct. Student volunteers like yourself are the lifeblood of the Students’ Union and we appreciate all the hard work and effort that you put into your activity to make sure that your students have the most incredible time at University.**

***From your Communities Team***