**SU ACTIVITIES EVENT PROPOSAL**

For an activity to be considered by the SU Activities department it must:

* **Submitted in a timely manner** (allowing for 5 working days prior to event date)
* **Be an activity in line with the club’s constitution** and be part of their general activity
* Be held in a suitable space for the activity being run
* Be supported by an approved risk assessment
* **Not a general social activity**

**CASH HANDLING**

Cash handling should be avoided if possible. For donations, participants are encouraged to give online by setting up an event linked to a chosen charity. Please do not set up a page until your event has been approved.

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| **Event Summary** |
| **SU Club** |  |
| **Proposed Activity** |  |
| **Date and Time** |  |
| **Location** |  |
| **Expected Numbers to attend** |  |
|  |
| **Contact Details for event organiser** |
| **Name and role** |  |
| **Email and contact number** |  |

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| **What are you planning to do and what are your aims and objectives of running the event** |
|  |
| **Please provide information of any equipment that may be required.**  |
|  |
| **Does your trip require travel or overnight stay?** |
|  |
| **Are you aware if the Activity/Trip is covered by a current risk assessment? If not, one will need to be completed** |

**Will Activity/Trip involve income/spending?** If yes, fill in the budget section. You may add/edit the cells.

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| **EVENT BUDGET** |
| **Income** |
|  | **Price** | **Expected Numbers** | **Expected Income** | **Actual Income** |
| Club member |  |  |  |  |
| Non members |  |  |  |  |
| Other income(specify) |  |  |  |  |
| **Income** | £ | £ |
| **Expenditure** |
| **Type** | **Expected expenditure** | **Actual expenditure** |
| Venue hire/ accommodation/facilities | £ | £ |
| Decorations | £ | £ |
| Refreshments | £ | £ |
| Transport | £ | £ |
| **Total Expenditure** | **£** | **£** |
| **Summary** |
| Total income | £ | £ |
| Total Event Expenditure | £ | £ |
| Event profit/loss (include +/-) | £ | £ |
|  |
| Funding requested from SU Activities | £ |
| This Activity Proposal Form should be signed by a minimum of TWO SU Club members. One of which must be a Committee Member. |
| Name: | Signature | Position: |
| Name: | Signature | Position: |

***For SU Activities purposes only:*** Approved: Yes/No Reason if rejection:

Signature: Dated:

**External Speakers, Performance and/or Events**

Does the event/activity/performance include external individuals or organisations? **If YES**, you must complete the following questions in accordance with HE ‘Prevent’ Duty.

**External Speaker or Performance Questions**

The University of Chichester Students’ Union Student Council has elected to work with the University in its compliance with the duty.

Adopting the motion:

That Student Senate [now Council] supports the ‘Prevent’ duty and will work with the University in its compliance with the duty, ensuring that freedom of speech, the right to protest and concerns around Islamophobia are addressed within the University’s policies and procedures. [Student Senate Minutes, Section 4.C, 14/12/15]

The SU adopts the University’s policies and procedures in accordance with the duty, including their:

* External Speaker or Performance / Event Policy
* Freedom of Speech Code of Conduct
* Academic Freedom and Freedom of Speech Statement

**Procedures**

All activities undertaken with the SU are required to submit an Activities Proposal Form for authorisation by the SU Activities Committee.

The committee will evaluate the request and decide based on information submitted. That information must include YES or NO answers to the following questions:

|  |  |  |
| --- | --- | --- |
| **1** | Is the speaker / performer likely to express controversial views/likely to express views that may attract protest?  | Yes/No |
| **2** | Is the speaker / performer known to hold controversial views /known to hold views that may attract protest? | Yes/No |
| **3** | Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence? | Yes/No |
| **4** | Does the proposed title or theme of the event / performance present a potential risk that views/opinions expressed by speakers may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |
| **5** | Is the proposed speaker/performance/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |
| **6** | Has the speaker / performer previously been prevented from speaking/ performing at the University of Chichester or another University or similar establishment or previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |

*In gathering the information to answer these questions, the event organiser should conduct research via open sources (e.g. the internet). This should include a review of any links between speakers / performance companies / event organisers and proscribed organisations should also be checked.*

The up-to-date list is at:

[**https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2**](https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2)

For further assistance with the duty and the policy on external speakers, performances and/or events please contact the relevant people stated in the contact list on the first page.

**Informing SU Activities**

In the event of an accident/incident during an SU affiliated activity, please inform us at the earlier opportunity when it is safe to do so on the contact details above on the office landline on:

01243 816339 (Monday – Friday 8am-4pm) or

01243 816324

If you cannot get through to a member of SU staff please contact the university caretakers on:

01243 816363

For any minor injuries or incidents, you must complete an Accident Report form as soon as possible. These can be found online at [**https://www.ucsu.org/activities/bucsresources/accidentreportform/**](https://www.ucsu.org/activities/bucsresources/accidentreportform/)