|  |  |  |
| --- | --- | --- |
| Name of Society |  | |
| Name of event |  | |
| Date of event |  | |
| Target audience |  | |
| Proposed location of event |  |  |
| Expected numbers |  | |

****

**Ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Society Activity Proposal Form**

|  |  |  |
| --- | --- | --- |
| Contact details for event organisers | | |
| Name |  |  |
| Role |  |  |
| Email |  |  |
| Phone |  |  |

**Please complete this section with as much detail as possible.**

|  |
| --- |
| What are you planning to do? |
|  |
| Will you have a team of volunteers to help with your event? (If so please detail how many and whether they are helping to organise the event or run the event on the day). |
|  |
| Please provide information of any specialist equipment that may be required. (Examples of this may range from sound equipment, trestle tables to chairs and drapes). |
| If you are planning any form of activity off campus, you must check if anyone taking part has any support requirements of any sort that need to be made aware to the activity leaders. You must also make the Volunteering & Activities Coordinator aware of these. Please make sure that the individual/s can disclose these in a confidential manner to yourself prior to booking onto the activity. |

**Budgeting your event**

**Expected Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will there be a door charge or donation made? |  | | |  |
| Description | Price | Expected numbers | Total Expected income | Actual (to be completed by Volunteering Coordinator) |
| Society member | £ |  | £ | £ |
| Non-Society member | £ |  | £ | £ |
| External sponsorship (Please specify) | £ |  | £ | £ |
| Other income (Please specify) |  | Click here to detail income | £ | £ |
| income | £ | | | £ |

**Expenditure Costs including VAT**

|  |  |  |  |
| --- | --- | --- | --- |
| Type | | Estimated (to be completed by Society) | Actual (to be completed by Volunteering Coordinator) |
| Venue Hire/ Accommodation/ Facilities | | £ |  |
| Entertainment/ Live Acts | | £ |  |
| Guest Speakers | | £ |  |
| Promotion Material | | £ |  |
| Decorations | | £ |  |
| Equipment | | £ |  |
| Prizes | | £ |  |
| Refreshments | | £ |  |
| Transport | | £ |  |
| Security | | £ |  |
| Other (Please Specify) |  | £ |  |
| Total Expenditure | | £ |  |

**Event Proposal Summary**

|  |  |  |
| --- | --- | --- |
| Society Account current balance | £ | £ |
| Total Income from the Event | £ | £ |
| Fund Allocation from Society account | £ | £ |
| Total Event Expenditure | £ | £ |
| Event Profit/ Loss \*include a + or - | £ | £ |

**If there is a shortfall or you are budgeting to make a loss, please detail on the next page, the reasons for this and whether you are requesting additional funding from the Societies Federation for your Event. Please see your guidance notes for details on how to correctly request additional funds.**

|  |  |
| --- | --- |
| Funding Request from Societies Federation | £ |
| Reasons for Funding Request |  |

**This Activity Proposal Form should be signed by a minimum of TWO Society Members. One of which must be a Committee Member.**

|  |  |  |
| --- | --- | --- |
| Name | Signature | Position |
|  |  |  |
|  |  |  |

For Societies Federation purposes only

|  |  |  |  |
| --- | --- | --- | --- |
| Approved/Rejected | Reason for rejection | Signature | Date |

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

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

**External Speaker or Performance / Event Safety Management 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 relevant management committee:

Welfare Campaigns to the Welfare Committee

Education Campaigns to the Academic Committee

All remaining activities to the Activities Committee

The committee will evaluate the request and make a decision based on information submitted.

That information must include YES or NO answers to the following questions:

Question 1: Is the speaker / performer likely to express controversial views/likely to express views that may attract protest? Yes/No

Question 2: Is the speaker / performer known to hold controversial views /known to hold views that may attract protest? Yes/No

Question 3: Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence? Yes/No

Question 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

Question 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

Question 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

**Note: 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)

**Further Information**

For assistance with any area of the duty and the policy on external speakers, performances and/or events please contact:

Mike Riley: Head of Student Engagement

Email: [m.riley@chi.ac.uk](mailto:m.riley@chi.ac.uk)

Telephone: 01243 816392