

SEMESTER ONE

Across the academic year your society will be expected to carry out certain tasks, participate in UUSU activities, host events for your members and keep in touch with your Student Activities Team. Follow this timeline to keep on track!

WEEK	EVENT	TO DO
SUMMER TIME	PREP!	<p>Your Student Activities Team will have some reading for you in preparation for your committee training day in September!</p> <p>Get chatting to your fellow committee members! Think about the first event you would like to deliver to welcome everyone to your society!</p> <p>Ensure your society website and socials are looking fab for potential members. Check that all content is up to date. New members can join your society as early as July!</p>
30TH AUGUST 1ST SEPTEMBER	SOCIETY COMMITTEE MEMBER TRAINING! IN PERSON, ON YOUR CAMPUS OF STUDY!	<p>Lots more information to follow on this but for now, save the date!</p> <p>You'll not want to miss training on your campus with other societies, your Student Activities Team and your UUSU officers!</p> <p>30th, 31st August and 1st Sept.</p>
WEEK 0 (W/C 19TH SEPT)	WELCOME WEEK	<p>Make the most of your society socials by sharing information about your society.</p> <p>Have you booked your freshers fayre stall and are all your committee members able to help out at some point on the day?</p> <p>Finalise your welcome event planning! Make sure you have submitted your event plans to your Societies Coordinator</p>
WEEK 1 (W/C 26TH SEPT)	FRESHERS FAYRE! FRESHERS DEBRIEF FROM 3PM IN YOUR UUSU SPACE	<p>Bring your A game! The more interactive your freshers stall is, the more likely students are to stop & sign up to become a member of your society</p> <p>After the fayre, email all your new members via your society webpage. Thank them and invite them to your first event!</p> <p>Join us for pizza and chats with your Activities Team and other societies after the fayre. We're there to help with any queries! You'll nominate your campus society rep at this meeting and your Student Council societies rep who represents you and your society. Did we mention pizza already?</p>

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WEEK 2 (W/C 3RD OCT)	WELCOME EVENTS	Your first event of the year! With all the planning you've put in, it's sure to go well! Get together afterwards as a committee to debrief and plan ahead for the rest of the semester.
WEEK 2 (W/C 3RD OCT) AND WEEK 3 (W/C 10TH OCT)	COMMITTEE CATCH UP!	Arrange a time which suits you all, either in person or online. Bring your committee together to meet with your Student Activities Team. You set the agenda! Get support or training with anything related to your society.
WEEK 3 (W/C 10TH OCT)		<p>Are you running a Halloween event? Have you thought about collaborating with other societies on a Halloween party? Your Activities Team are here to help! Make sure to submit your event plans!</p> <p>As a committee member, you can gain EDGE accreditation for the hours you volunteer as a society committee member. Log the hours you have already dedicated to your society. Contact your Volunteer and Events Coordinator if you need help!</p>
WEEK 4 (W/C 17TH OCT)		<p>Get those Halloween event risk assessments and payment & purchase requests submitted for upcoming events!</p> <p>Chat to your campus rep and council rep in advance of the first meeting of Student Council in week 6. They are your voice!</p>
WEEK 5 (W/C 24TH OCT)	HALLOWEEN EVENTS!	Are your upcoming events advertised on socials and uusu.org? Ask UUSU Student Staff to come along to document the fun (great promotion opportunity!)

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WEEK 6 (W/C 31ST OCT)	COFFEE & CHAT (Time and location details to follow)	Pop into the SU to catch up with other committees & your UUSU staff. Treats will be provided for brain fuel!
WEEK 7 (W/C 7TH NOV)		<p>Check in with your members. Give them an update on what is happening over the rest of the semester. Encourage them to get involved.</p> <p>Upload photos from your recent events to your society webpage and socials to keep them looking fresh!</p>
WEEK 8 (W/C 14TH NOV)		<p>You are over halfway through semester 1-well done!</p> <p>Time for a sit down with the rest of your society committee. Take the time to come together and make plans for the rest of semester.</p> <p>If you have any issues you would like to raise at the next meeting of student council, now is the time to chat to your campus rep.</p>
WEEK 9 (W/C 21ST NOV)	FESTIVE PLANNING	<p>Have you planned & promoted your Festive events? Get that vital paperwork submitted asap!</p> <p>Have you thought about a fundraising event for your society coffers or a charitable organisation?</p>
WEEK 10 (W/C 28TH NOV)		Stuck for festive events ideas? What about a wee collab with another society? It's not too late to get in the Christmas spirit! Your Student Activities team can help make some introductions!
WEEK 11 (W/C 5TH DEC)	HOLIDAYS ARE COMING!	Promote your events and share photos of your festive cheer on socials. Don't forget to tag UUSU!

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WEEK 12 (W/C 12TH DEC)	UUSU FESTIVE QUIZ	Join us online for a festive Quiz to wrap up the semester. You can play along or host a round!

CHRISTMAS BREAK (END OF SEMESTER ONE)

Time to relax. Have a great break and you'll be ready to hit the ground running again in January! If you are an academic society, get everyone together for a study session and moral support. Good luck! You've got this!

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WEEK 0 (W/C 23RD JAN)		<p>Are you organised for re-freshers fayre? Make sure you book your stall!</p> <p>Dust the cobwebs off your social media accounts and website. A new year brings new members!</p> <p>Plan your Semester 2 welcome events and submit your event plans to your Societies Coordinator.</p>
WEEK 1 (W/C 30TH JAN)	<p>RE-FRESHERS FAYRE</p> <p>RE-FRESHERS DEBRIEF FROM 3PM IN YOUR UUSU SPACE</p>	<p>You know the drill by now! This is a great opportunity to attract new members and promote your society.</p> <p>Email all your members and invite them to your Semester 2 Welcome event.</p> <p>Chat to your campus rep and council rep in advance of the next meeting of student council in week 3.</p> <p>Catch up with society committees and UUSU staff. Will we fuel with buns or pizza? Can't decide what we fancy! Valentines day is only around the corner so lets chat about some collab events on campus.</p>
WEEK 1 (W/C 30TH JAN) AND WEEK 2 (W/C 6TH FEB)	WELCOME EVENTS	<p>Kickstart Semester 2 with a great event to welcome members old and new back to campus.</p> <p>Have you promoted your Valentine's day events? Is all your necessary paperwork submitted? Give your Student Activities Team a shout if you need a hand!</p>
WEEK 3 (W/C 13TH FEB)	VALENTINES	<p>Enjoy your themed events and invite your UUSU Student Staff along. Upload photos to your society webpage to keep it looking fresh!</p>

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WEEK 3 & 4 (W/C 13TH FEB & 20TH FEB)	COMMITTEE CATCH UP ARRANGE A TIME WHICH SUITS YOU ALL, EITHER IN PERSON OR ONLINE.	Come along as a committee to sit down with your Activities Team. We're here to offer support on planning spring formals, guide you on how to recruit a committee for next year and anything else you need.
WEEK 4 (W/C 20TH FEB)		Reminder! Keep logging the volunteer hours you rack up supporting your society as a committee member. Your Volunteer and Events coordinator is on hand to help!
WEEK 5 (W/C 27TH FEB)		It's time to prepare for your AGM - the meeting where you elect next year's society committee. Set your date and venue, advertise widely and get members thinking about how they could get involved. Council meets for the final time in Week 7. Have your voice heard – speak to your campus rep. Have you planned any St Patrick's Day events for next week? Get on it!
WEEK 6 (W/C 6TH MARCH)	COFFEE & CHAT (TIME AND LOCATION DETAILS TO FOLLOW)	We're half way through the semester! Catch up with everyone and check in with your campus rep and council rep. Student Council meets next week. Make sure your voice is heard.
WEEK 7 (W/C 13TH MARCH)	ST PATRICKS DAY	Be sure and promote your society on socials with photos from this week's themed events

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WEEK 8 (W/C 20TH MARCH)	ANNUAL GENERAL MEETING TIME!	<p>It's a big week for societies! Good Luck with your AGM! If you have struggled to elect an incoming committee, let your Societies Coordinator know - we can help.</p> <p>Encourage your members to nominate your society in one of our Student Excellence Awards categories.</p>
WEEK 9 (W/C 27TH MARCH)		<p>Be sure to submit your society application for a STARS award. Winners are announced at our Student Excellence Awards Ceremony.</p> <p>Has all your necessary paperwork been submitted and approved for your final few events of the semester?</p>
EASTER BREAK 3rd April – 14th April 2023		
WEEK 10 (W/C 17TH APRIL)		It's time to hand over the reins to your incoming committee for 23/24! Make sure your end of year review is complete.
WEEK 11 (W/C 24TH APRIL)	STUDENT EXCELLENCE AWARDS Location to be confirmed!	<p>We hope you have secured your ticket to the biggest event of the year!</p> <p>After the event, don't forget to update your socials and website to share your accolades.</p>
WEEK 12 (W/C 1ST JUNE)	END OF SEMESTER	<p>It's the end of the semester- congratulations you did it!!</p> <p>Time to regroup with your new committee and maybe consider a last hurrah to see the year out!</p>

REVISION WEEK

**If your members would like a society event for some R&R there's still time
If you are an academic society, get everyone together for a study session and moral support.**

EXAMS

Good luck! You've got this!