

## SEMESTER ONE

Across the academic year your society will be expected to carry out certain tasks, participate in UUSU activities, host events for their members and keep in touch with their Student Activities Coordinator.

WEEK	EVENT	TO DO
WEEK 0	WELCOME WEEK	Get your social media accounts and website page updated and looking fab for all your visitors! Start planning your welcome event!
WEEK 1	FRESHERS' FAYRE	Email all your new members to say hello and tell them about your first welcome event. Time for the society committee to come together and finalise the last few event details.
WEEK 2	FRESHERS' DEBRIEF	You'll nominate your campus society reps at this meeting and your elected societies rep (this person will sit on Student council to represent you and your society)
	WELCOME EVENT	Your first event of the year. Get off to a good start with something fun and inviting! Once it is out of the way you will want to think ahead about future events - venue bookings, funding applications, promotion and risk assessments!
WEEK 3	COMMITTEE CATCH-UP	Meet with your Student Activities Coordinator. You set the agenda! Get support or training with anything related to your society.
WEEK 4		7 days Have you planned and promoted your Halloween Events? Let us know if you want to host a round in the upcoming UUSU Halloween Quiz?
WEEK 5		Has all your necessary paperwork been submitted and approved for your Halloween events?
WEEK 6	HALLOWEEN	What themed events are you running this week? Upload photos from your recent events to your society webpage to keep it looking fresh!

### MID-TERM BREAK

## SEMESTER ONE

WEEK	EVENT	TO DO
WEEK 7	COFFEE & CHAT	Let's catch up. Speak to your Student Activities coordinator and other UUSU societies and share experiences and best practice so far.  We're over half way through the semester already! Have you thought about a fundraising event for your society coffers or a charitable organisation?
WEEK 8		Check in with your members. Give them an update on what is happening over the rest of the semester Encourage them to get involved!
WEEK 9		Time for a quick committee catch up. Invite your Student Activities coordinator if you want their input with anything
WEEK 10		Have you planned and promoted your festive events? Is all your necessary paperwork submitted? Do you want to host a round in the annual UUSU Festive Quiz? Let us know!
WEEK 11		Has all your necessary paperwork been submitted and approved for your Festive events?
WEEK 12	HOLIDAYS ARE COMING	What festive fun event do you have happening this week? Share photos and videos of all your festive cheer on your socials and webpage

### CHRISTMAS BREAK (END OF SEMESTER ONE)

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

## SEMESTER TWO

Across the academic year your society will be expected to carry out certain tasks, participate in UUSU activities, host events for their members and keep in touch with their Student Activities Coordinator

WEEK	EVENT	TO DO
WEEK 0		Are you organised for re-freshers fayre? Dust the cobwebs off your social media accounts and website. A new year brings new members!
WEEK 1	REFRESHERS' FAYRE	Email all your new members to say hello and tell them about your first welcome event. Time for the society committee to come together and finalise the last few event details.
WEEK 2	REFRESHERS' DEBRIEF	Let's catch up. Speak to your Student Activities coordinator and other UUSU societies and share experiences. You're busy this week! We're here to help if you need anything.
	WELCOME EVENT	Kickstart Semester 2 with a great event and welcome new and old members back to campus. Once it is out of the way you will want to think ahead about future events - venue bookings, funding applications, promotion and risk assessments!
		Have you planned and promoted your Valentine's day event? Is all your necessary paperwork submitted?
WEEK 3	COMMITTEE CATCH-UP	Meet with your Student Activities Coordinator. You set the agenda! Get support or training with anything related to your society.
WEEK 4	VALENTINES DAY	What themed events are you running this week? Upload photos from your recent events to your society webpage to keep it looking fresh!
WEEK 5		It's time to prepare for your AGM - the meeting where you elect the next students in line to run your society. Set your date and venue, advertise widely and get members thinking about how they could get involved.
WEEK 6	COFFEE AND CHAT	Let's catch up. Speak to your Student Activities coordinator and other UUSU societies. We're half way through the semester already! Have you thought about a fundraising event for your society coffers or a charitable organisation?
WEEK 7	SOCIETY AGM	It a big week for societies! Good Luck with your AGM. If, after your AGM you don't have a new committee identified let your SAC know - we can help.

## SEMESTER TWO

WEEK	EVENT	TO DO
WEEK 7		Have you planned and promoted your St Patrick's Day events?
WEEK 8	ST PATRICK'S DAY	What themed events are you running this week? Make sure you have completed your STARs submission. You might be in the running for an award at this year's Student Excellence Awards!
WEEK 9		Has all your necessary paperwork been submitted and approved for your final few events of the semester?
WEEK 10	STUDENT EXCELLENCE AWARDS	Are you coming to the biggest event of the year? It's time to hand over the reigns to the incoming committee for next 22/23! Make sure your handover document is completed.
WEEK 11		Update your socials and website to share your accolades from the SEAs!
WEEK 12	HOLIDAYS ARE COMING	Well done! Easter break beckons! Time to regroup with your new committee and maybe consider a last hurrah to see the year out!

### EASTER BREAK

Time for focus on your

### REVISION WEEK

If your members would like a society event for some R&R there's still time.

### EXAMS

If you are an academic society, get everyone together for study session and moral support. Good luck! You've got this!