**<*Club/Society Name*>**

**Committee Handover <*Insert Year*>**

**Society Aims & Objectives**

*Use this space to outline the aims and objectives of your group. Why was it created? What is its purpose? How old is your group?*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

**Events & Socials**

**Regular Events**

*What kind of events do you do regularly – perhaps on a weekly basis? Use this space to detail regular events such as socials, open meetings (UGMs) etc. Do you have any tips? Have you found anything that has been particularly successful, as opposed to something that didn’t work?*

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**Annual/One-Off Events**

*Some groups traditionally organise one big event every year. These can be anything from winter balls, conventions, collaborations with other societies, performances and SU takeovers! This is your chance to give the next committee an overview of what the club/society does, as well as give them tips on how to run it!*

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**Other Important Dates/Traditions**

*Some things might not fit into a certain box, so this is your chance to add anything not already covered in the events section of the handover.*

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**Inventory**

*Some groups have equipment/resources that belong to the society and need to be passed on. Whilst you might not need to physically give something to the new committee, it’s still handy for them to know the location of things so that they don’t get lost. It might be that you have a box of things in the SU Student Opportunities Office, or sat in the cupboard of a University department.*

*(Please note, if any outgoing committee members currently have possession of any group belongings, you are required to pass these on to the incoming committee. If you are unable to do this in person, email* *su.activities@keele.ac.uk* *and we can arrange to keep it at the SU.)*

|  |  |  |
| --- | --- | --- |
| **Name of Item(s)** | **Location** | **Further comments/information** |
| *Squirrel Costume* | *SU Opportunities Office* | *Bushy tail keeps coming loose* |
| *Board games* | *SU Societies Cupboard* | *Squirrel Operation x 2**Twigs & Branches x 1**Pop-Up Squirrel x 1**Squirrel Chess x3* |
| *Spare acorn stash* | *SU Societies Cupboard* | *To be used as snacks during socials* |
|  |  |  |
|  |  |  |
|  |  |  |

**Files/Marketing Materials**

*Do you have any files or pre-existing marketing materials that you can share with the new committee? Perhaps you have your logo in PNG format or a poster template using your society’s ‘branding’.*

**Treasurer Report**

*How are your finances looking? Do you have any ongoing transactions that the new committee will need to pick up? Does the society owe any money to anyone/anywhere? Are there any recent grants you have been successful with? Do you receive any money from anywhere outside of the SU (eg an academic department)?*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

**Social Media Details**

*This is something so many clubs and societies forget year on year, which results in multiple pages for the same group being created on social media, and members don’t know which the current one is! Make sure the new committee knows about all the social media accounts you have (Facebook, Twitter, Instagram, TikTok etc) and make sure you give the passwords to the President\*. Remind the new committee reset all passwords once they gain control of the account so that they have sole access.*

*\*If you do not have a committee for the new academic year, use this space to list your usernames and passwords to hand back to Activities, and we will ensure it is passed on to whoever takes over the society next.*

**Key Contacts**

*There are few things more helpful to a new committee than a sparkly list of key contacts to make their lives easier! We have started you off with all the contacts you will need within the SU, but you might want to add other contacts that you have such as key staff within departments or another organisation you have links to. It might be that you have a good relationship with a local business who gives you good deal, or that you have a coach/instructor who you use regularly.*

Activities Team – su.activities@keele.ac.uk

Activities & Community Officer – su.communityofficer@keele.ac.uk

Athletic Union Officer – su.ausportofficer@keele.ac.uk

Athletic Union Team – su.athleticunion@keele.ac.uk

Catering – su.catering@keele.ac.uk

Education Officer – su.educationofficer@keele.ac.uk

Entertainments – su.entertainments@keele.ac.uk

Finance – su.finance@keele.ac.uk

IT Support – su.itsupport@keele.ac.uk

Keele SU - su@keele.ac.uk

Print Shop – su.printshop@keele.ac.uk

Student Voice – su.voice@keele.ac.uk

Transport - su.transport@keele.ac.uk

Union Development & Democracy Officer – su.uddofficer@keele.ac.uk

Union Shop – su.shop@keele.ac.uk

Venues – su.venues@keele.ac.uk