**South Bank Students’ Union**

**Student Groups Activity Plan**

Academic Year 2021-2022

|  |
| --- |
| **[ Insert name of student group ]** |

This template is designed to help Committee members and Union staff to plan activity for the student groups, making sure that it is properly resourced and funded and that enough time is allocated to make the work a success.

An activity plan should be completed by committee members for each activity the group plans to run across the year. This should then be submitted to opportunities@southbank.su ahead of your initial Affiliation meeting with staff from SBSU.

|  |  |
| --- | --- |
| **Name of President** |  |
| **Name of Vice President** |  |
| **Activity Approval** |
| **The following activity has been approved by SBSU** *To be completed by a member of SBSU staff* |
| **Activity** | **Total Budget** | **Specific notes** |
|  |  |  |
| **Approved by** |  | **Date** |  |

# **Activity Overview**

|  |
| --- |
| **Describe the activity you want to deliver** |
| *Complete an overview for ALL the activities you want to run across the year. Remember, this does not just mean Events, this could also mean a comms campaign; committee elections; sports training; sports competition; goodie bags for members; RAG activity; merchandise; training and development for committees; trips etc. If you want to do it, and you will need to organise and fund it – it will need to be listed here*  |
| What kind of activity do you want to run? |  |
| Why do you want to run it?How do you think it will benefit your members / student group? |  |
| What kit, equipment, venues, facilities and resources will you need to run your activity? |  |
| Which committee members will be involved and what will be their role? |  |
| Which SU / LSBU Active staff will be involved and what will be their role |  |
| What external parties will be involved and what will be their role? |  |
| What is your target number of members to reach with this activity? |  |
| How will you make sure that the activity is inclusive for all people to participate if they want to |  |
| How will the activity promote equality, diversity and inclusion? |  |
| How will you evaluate whether your activity has been successful? |  |
| What might prevent this activity from succeeding? |  |
| What can you put in place to make sure those barriers and risks are reduced? |  |
| What policies, procedures, and legal requirements will you need to take into consideration when planning and delivering this activity. |  |
| When will this activity be delivered?How frequently will it be delivered? |  |
| When will the detailed planning need to start? |  |
| When will the activity be evaluated? |  |

# **PART C - BUDGET**

|  |
| --- |
| **List out all of the costs for this activity** |
| **Item** | **Notes** | **Cost** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **TOTAL** | **£** |