Society Proposal Form

So, you want to start a society here at the college- that is great! Becoming a convenor of a society is a fantastic opportunity to develop your own skillset and bring together students who share your passion or interest.

To help us support you please complete this form and return it to the VP of Social and Activities, Zara Grew, who will then arrange to meet you to discuss your ideas and chat about what the next steps are for becoming a convenor and getting your society started.

**Zara.grew@cityofglasgowcollege.ac.uk**

# Thinks to remember:

When setting up a society it is important to:

* Create clear and consistent aims for your society
* Ensure you have provided all the necessary information about your society so that we can promote to students
* Think about the primary purpose of your society. Is it:
  + **Social**- for meeting new people and chatting
  + **Informative**- Is this a space for people to share their tips, tricks, advice, or experiences with other students?
  + **Action based**- will you be working on something as a group such as a campaign?
  + **Hobby based**- will you be participating in a hobby-based activity together such as a craft or game

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| **Name of Society:** |  |
| **Society aims/description:**  This is what you want students to know about your society and why they would want to join it. Keep this brief, to 2-3 sentences. |  |
| **Primary purpose (see above):**  We understand that some meetings and events may have different purposes throughout the year- but what is your main one |  |
| **Meeting times/dates:**  In order for us to approve your society and start promoting it we will require a plan of meetings. So please let us know what day/times you plan to have your meetings, and how regularly you intend to facilitate your society.  Consistency is key to achieving good engagement. |  |
| **Meeting schedule:**  It is helpful for us to have an idea of what topics/activities you would like to facilitate at your meetings.  Please provide us with your ideas for your first 4 meetings. We can then help support you with developing these ideas during your convenor training and provide you with resources to help you organise these meetings. | Meeting 1:  Meeting 2:  Meeting 3:  Meeting 4: |
| **Interested students:**  It always helps to have a group of students that you know would be interested in joining your society, to help get things off the ground.  Ask your classmates and other students and let us know the names/student numbers of students who have expressed an interest in your idea |  |
| **Potential resources required:**  The SA can help fund your society so please let us know if you would require any resources to facilitate your meetings, and we may already have them already. |  |
| **Any questions you have:**  Use this box to list any questions you might have at the moment about becoming a convenor and setting up a society- these can then be discussed when you meet with your VP |  |