

Hello,

Happy New Year to you all – we hope you had a good break and that exams are going well for those of you that have them. This is number 8 in our series of updates to you and the first of this term, and it will cover the following information:

- 1) [Annual budgeting](#)
- 2) [Constitution Changes](#)
- 3) [Welcome Back Fair](#)
- 4) [Minibus Prices](#)
- 5) [Finance training](#)
- 6) [Fieldwork First Aid](#)
- 7) [Room bookings](#)

## 1. Annual Budgeting

A reminder that the deadline to submit your budget to your management group is January 20<sup>th</sup> at 12:00. This can all be accessed via eActivities.

In order to support you in this process we have put on two training sessions for budgeting, which are taking place next week:

- Tuesday 14<sup>th</sup> 18:30 – 20:00 in LT 664, City and Guilds Building
- Thursday 16<sup>th</sup> 18:30 – 20:00 in LT 664, City and Guilds Building

Please sign up to these sessions via the [What's On](#) page of the website

We are also aware that a few CSPs have requested an update to their email passwords, and we are currently getting on them reset so that you can access your budgets, which should be done in the next day or so.

## 2. Constitutional Changes

As previously mentioned, our Systems Team have been doing a lot of work to automate the process and we are delighted to be able to announce a new process for updating your committee positions online through eActivities. This is important because the updates you make through eActivities will define what positions there will be elected in the upcoming elections. Please see below the process for changing your constitution to reflect the positions that you want to include on the ballot.

- Have an AGM and have a society wide vote on what positions you wish to add, remove or edit.
- Update and submit your positions on eActivities. To do this go to eActivities> Administration> Clubs, Societies & Projects> Documentation, pink tab Constitution & Committee, and complete a Committee Structure Change Request. Your Management Group will then authorise or reject these changes through eActivities. (MG's you'll get separate instructions on how to do this)
- [These have to be completed and approved by Sunday 26<sup>th</sup> of January at midnight.](#)

We will put more information on the training hub of how to do this in the next few days.

(Note that the changes you make won't yet be reflected in the constitution documents generated by eActivities as we've not yet made the relevant changes to the existing Constitutions functionality. Similarly the functionality relating to positions and Job Descriptions in the Constitution tab has also been retained for now. We'll be making further changes to these parts of eActivities to address these issues.)

### **3. Welcome Back Fair**

The final deadline to sign up for a space at this year's Welcome Fair is Monday 13<sup>th</sup> at 14:00. The Fair runs from 11:00 – 16:00 and is being held in the Queen's Tower Rooms and the Great Hall. It is a great opportunity to advertise your CSP and engage some new members in the New Year, so please consider signing up! The Union will be in touch with the floor plan and more specific information at the end of next week.

[Sign up to the fair here.](#)

### **4. Minibus Prices**

Minibus prices for 2020 have been adjusted in line with inflationary costs and can be found on the [website](#). Please use these new prices for budgeting for transport costs.

### **5. Finance Training**

[Deputy President Finances and Services](#), Fi-Fi Henry, is looking at refreshing the Finance training for CSPs and is looking to get some feedback on the current training content and what you think is missing. If this is relevant to your role, please fill out [this survey](#) to give your feedback

### **6. Fieldwork First Aid**

There is a Fieldwork First Aid course put on by the College taking place on 15<sup>th</sup>-16<sup>th</sup> January, 09:00 – 17:00 at South Kensington. There are a few spaces still available and so if you would like to book onto this course then please get in touch with us asap. This course would be particularly useful for those of you involved with higher-risk activity or expeditions and that need outdoor first aid. The spaces are limited so it will be on a first come first serve basis.

### **7. Room Bookings**

We have had a lot of recent emails chasing up room booking requests. As you may be aware, the Activities Team has been significantly short staffed recently, and so there is a bit of a backlog that we are currently working through with regards to room bookings. We can only apologise for this but will be getting through all of the requests as soon as we can, so we thank you for your continued patience. Please continue to submit your room bookings through the Epix system on eActivities and we will assign them as soon as we can.

That's it from another Activities Update. As always, if you have any questions about the above information or anything else then please get in touch.

The Student Activities Team.