For an activity to be approved, it must:

* **Submitted in a timely manner** (allowing for 5 working days prior to event date)
* Be held in a suitable space
* Be supported by an approved risk assessment
* **Not a general social activity**

|  |  |
| --- | --- |
| **Event Summary** | |
| **SU Club** |  |
| **Proposed Activity** |  |
| **Date and Time** |  |
| **Location** |  |
| **Expected Numbers to attend** |  |
|  | |
| **Contact Details for event organiser** | |
| **Name and role** |  |
| **Email and contact number** |  |

|  |
| --- |
| **What are you planning to do?** |
|  |
| **What are your aims and objectives of the event?** |
|  |
| **Provide information of any equipment required.** |
|  |
| **Does your trip require travel or overnight stay?** |
|  |

**Are you aware if the Activity/Trip is covered by a current risk assessment? If not, one will need to be completed**

**Will Activity/Trip involve income/expenditure?** If yes, fill in the budget section. You may add/edit the cells.

**BUDGET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Income** | | | | | | | |
| **Type of income** | **Price** | | **Expected Numbers** | **Expected Income** | | **Actual Income** | |
| Club member |  | |  |  | |  | |
| Non members |  | |  |  | |  | |
| Other income  (specify) |  | |  |  | |  | |
| **Income** | £ | | | | | £ | |
| **Expenditure** | | | | | | | |
| **Type of expenditure** | | **Expected expenditure** | | | **Actual expenditure** | |
| Venue hire/ accommodation/facilities | | £ | | | £ | |
| Decorations | | £ | | | £ | |
| Refreshments | | £ | | | £ | |
| Transport | | £ | | | £ | |
| **Total Expenditure** | | **£** | | | **£** | |
| **Summary** | | | | | | |
| Total income | | £ | | | £ | |
| Total Event Expenditure | | £ | | | £ | |
| Event profit/loss (include +/-) | | £ | | | £ | |
|  | | | | | | |
| Funding request from SU Activities | | £ | | | | |
| This Activity Proposal Form should be signed by a minimum of TWO SU Club members. One of which must be a Committee Member. | | | | | | |
| Name: | | Signature | | | Position: | |
| Name: | | Signature | | | Position: | |

**External Speakers, Performance and/or Events**

Does the event/activity/performance include external individuals/organisations? **If YES**, you must complete the following questions in accordance with HE ‘Prevent’ Duty.

The committee will evaluate the request and decide based on information submitted. That information must include YES or NO answers to the following questions:

|  |  |  |
| --- | --- | --- |
| **1** | Is the speaker / performer likely to express controversial views/likely to express views that may attract protest? | Yes/No |
| **2** | Is the speaker / performer known to hold controversial views /known to hold views that may attract protest? | Yes/No |
| **3** | Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence? | Yes/No |
| **4** | Does the proposed title or theme of the event / performance present a potential risk that views/opinions expressed by speakers may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |
| **5** | Is the proposed speaker/performance/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |
| **6** | Has the speaker / performer previously been prevented from speaking/ performing at the University of Chichester or another University or similar establishment or previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct? | Yes/No |

**Informing SU Activities**

If an accident/incident occurs during an SU club activity, inform us when it is safe to do so on the contact details above on the office landline on:

01243 816339 (Monday – Friday 8am-4pm) or

01243 816324

If you cannot get through to a member of SU staff please contact the university caretakers on:

01243 816363

For any injuries or medical incidents, you must complete an Accident Report form as soon as possible. These can be found online at <https://www.ucsu.org/accident/>