

CLUB OFFICER TRAINING DAY

FRIDAY 17TH MAY





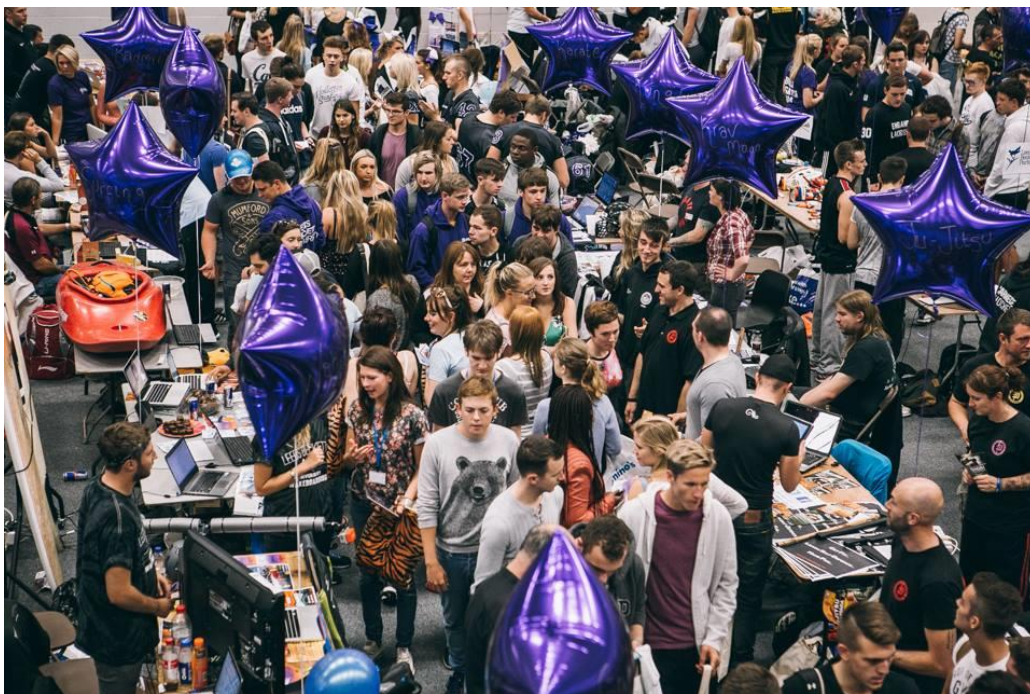
**CLUB
OFFICER FB
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CLUB OFFICER TRAINING – PART TWO

FRIDAY 20TH SEPTEMBER

BOOKING LINKS WILL BE RELEASED OVER SUMMER



FRESHER'S FAIR

**WEDNESDAY 25TH
SEPTEMBER**

HEADINGLEY CAMPUS

TRIALS & TASTERS

- **ENSURE YOU BOOK YOUR FACILITIES FOR TRIALS &/OR TASTERS AS SOON AS POSSIBLE**
- **YOU CANNOT CHARGE FEES FOR PEOPLE TO ATTEND YOUR TRIAL – IF YOU THINK YOU NEED TO OPERATE A DEPOSIT SYSTEM TO GUARANTEE STUDENTS TURN UP TO YOUR TRIAL, PLEASE CLEAR THIS WITH THE AU BEFORE FRESHER'S FAIR. LINDA WILL NEED TO KNOW HOW MUCH YOU ARE CHARGING SO SHE CAN PREPARE COLLECTION TINS AND ANY CHANGE YOU MAY REQUIRE.**

WE WILL GO THROUGH FURTHER INFORMATION ON TRIALS AND TASTERS IN SEPTEMBER. IF YOU HAVE ANY QUESTIONS IN THE MEANTIME PLEASE CONTACT THE SPORTS OFFICE



WHAT HAVE YOU LEARNT TODAY?

- **WHAT'S EXPECTED OF YOU AS A CLUB OFFICER**
- **WHAT SUPPORT YOU CAN EXPECT AS A CLUB OFFICER FROM THE SPORTS OFFICE**
- **HOW TO CREATE GOOD SOCIAL MEDIA CONTENT**
- **HOW YOUR BUDGETS WORK AND YOU SHOULD HAVE STARTED TO PLAN YOUR BUDGET FOR THE COMING YEAR**
- **FINANCIAL PROCEDURES AND PAPERWORK YOU NEED TO FOLLOW**
- **HOW TO GET A SPONSOR**
- **HOW TO ORGANISE AN EVENT**
- **IDEAS OF GOOD FUNDRAISERS**

A brown pony with a white tail and white markings on its legs is running across a green field. The pony is wearing a pink halter. The background is a blurred green field with some trees in the distance.

WHAT SHOULD I DO NOW?

- **HERE'S A CHECKLIST!**

EVALUATION TIME

- TAKE OUT YOUR PHONES – WWW.MENTI.COM – USE CODE 12 82 57
- ANSWER THE 2 QUESTIONS
- [HTTPS://WWW.MENTIMETER.COM/S/B468F48CC2615315E51757F5A54734C1](https://WWW.MENTIMETER.COM/S/B468F48CC2615315E51757F5A54734C1)