

The
OFFICIAL
RAG GUIDE
2019-20



Hey there

Congratulations on being elected as a committee member for RAG!

As a committee member you'll be playing a big part in the organisation of RAG. This is a great opportunity to make an impact on the lives of your fellow students at AUB! By organising social activities, trips, opportunities, you'll help others to get involved in some great stuff, meet new people and have a great experience at uni. And that's not even mentioning the difference you'll be making to this year's chosen RAG charity!

RAG

AUBSU RAISING AND GIVING

This handbook is here to guide you through your time as a committee member and should have most of the info you'll need to make the most of your role. For anything else, AUBSU staff are on hand to help! Feel free to get in touch with us by popping into the office or emailing. You'll find our contact details at the end of this guide.

Don't feel like you have to sit down and read this cover to cover (unless you want to - that's cool too). Rather, dip in and out when you need to or use this guide as a reference point.

We hope you find it useful during your time as a member of the RAG Team!

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So what exactly is a Students' Union?

A Students' Union is a membership organization found in colleges and universities formed of and run by students. Students' Unions are democratic, meaning their leaders are elected by the members. You are automatically a member of your Students' Union once you enrol at university.

Though linked to the University, Students' Unions are run as entirely separate entities, this is to ensure they are unbiased and objective. Students' Unions are often registered charities as they are run as non-profit organisations.

That's all well and good... but what do they actually do?

Good question. Students' Unions:

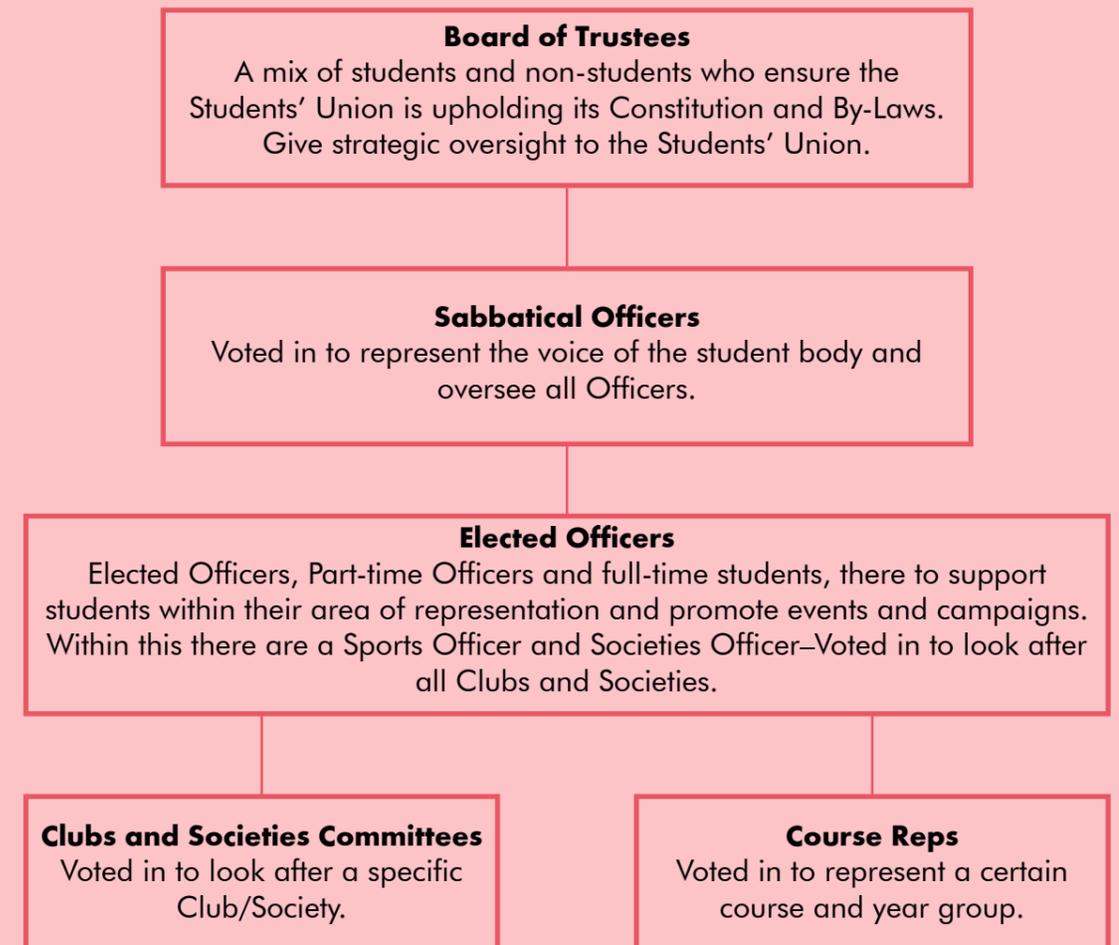
- Represent the interest of students within the institution, locally and nationally
- Ensure that students are aware of their own rights
- Support students in participating in the opportunities offered by the University
- Provide development opportunities for students including: social events, clubs and societies, training and extra-curricular opportunities.
- Ensure that representatives are elected fairly and democratically.



Structure of the Students' Union

The SU has a special structure to ensure everything it does is democratic, legal and in line with its strategic aims. The diagram below shows the structure of AUBSU showing who is responsible for each strategic area. There are also staff members within AUBSU who support the day-to-day running of the SU and help to carry out all the plans that the elected officers want to implement.

You'll probably have the most contact with our Activities and Communities Coordinator, Nuala. (Hey, that's me.)



LEVEL UP

Level Up

Have you heard everyone saying that there's so much more to uni than your course? Well, they're right. And here at AUBSU, we want you to make the most out of your time at AUB by getting involved in as much as you can while you're here. That's why we've come up with Level Up.

Through the subtle use of gaming metaphors, we'll show you that there's loads of benefits to trying new stuff and getting involved in student-led activities.

Here's just a few of the skills you'll gain in your committee role:



Leadership and management skills



Goal-setting and organisational skills



Overseeing budgets and financial expenditure on behalf of a group



Speaking publically and with confidence, and general communication skills



Learning how to risk assess and about other necessary operations



Working in a team to deliver results

The Level Up Module

Sometimes you might not realise all the amazing skills you're developing when you're simply enjoying whatever you're doing. We want you to sit up and take note of everything you've accomplished and shout about it too.

We've created a Level Up module on our website so that you can keep track of the time you spend on activities and volunteering, make a note of the skills you've picked up and export all this info into your own skills record that you can refer back to when cv-writing or reflecting on your time at uni. Pretty nifty, right?

Get Started: www.aubsu.co.uk/levelup

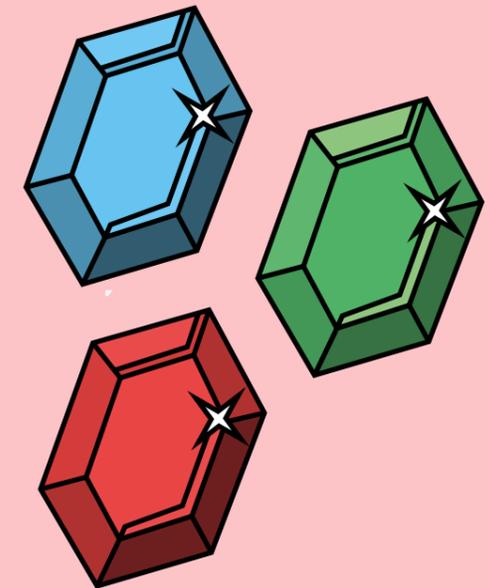
Awards

For all AUBSU related activities, including RAG Team roles, we'll recognise all the stuff that you do through our Sapphire, Emerald and Ruby awards.

Sapphire: Just be an active Rag Team member

Emerald: Collaborate with another student group
Help to organise at least one successful large event, campaign, competition (or similar)

Ruby: We want to see you going above and beyond in your role!



Just log your hours in the Level Up module (under a society committee role) throughout the year and keep touching base with AUBSU about what you're up to to make sure you get your award at the end of the year.



AUBSU's End of Year Thank Yous

At the end of the year, we have a jolly old knees-up to celebrate all the amazing student-led stuff you guys have done. We also use this as an excuse to hand out some special awards to recognise fundraisers and volunteers who have gone above and beyond that we think deserve a shout-out.

RAG Team Member of the Year | Fundraiser of the Year

AUBSU THANK YOUs

What's RAG then?

Contrary to its rather unfortunate name, RAG actually stands for Raising and Giving. Most universities across the UK have a RAG Team, a group of students who lead on charity fundraising at their uni. They do this by coming up with new and exciting ways to fundraise, from hitch-hikes to raffles, bake sales to climbing Kilimanjaro.

AUBSU RAG Team

As a member of our RAG Team, you'll get to think up a load of exciting activities to raise money for some really worthy causes. By getting involved with RAG, you could find yourself having some amazing experiences, meeting lots of new people, developing a whole range of skills and ultimately knowing that you've helped raised money for those in need. As we like to say, RAG gives you the chance to do something incredible for yourself while doing something incredible for others.



Why we're here: Charity

This year, we're mixing things up and no longer choosing a RAG Charity of the Year. Instead, we're leaving it up to the RAG Team and allowing for flexibility, as we know different people care about different causes. Most RAG activities throughout the year will fundraise for a core charity but the RAG Team can decide if they want a particular event to go towards a different charity. For example, a fundraiser in collaboration with a Pride event should raise money for an LGBT+-related cause.

RAG so far...

In previous years, our key event for RAG was LOST. This is the biggest and most ambitious RAG event that AUBSU has done thus far but we're hoping it's only the beginning! LOST was a charity hitch-hike, where students were dropped off by coach in a mystery location in the UK. They then had to make their way back to AUB campus without spending any money, completing challenges along their journey. 24 students took part and raised a total of £1,321.80 for Dorset Mind.

In previous years, RAG has run a sponsored Santa Skydive event too. We've also seen fundraisers in collaboration with other student groups, like the Jungle for Jungle club night fundraiser for the Rainforest Trust.



We feel like we've only touched the tip of the iceberg though. Now we know it can work, let's do more! This year we want to see loads more RAG activities and raise as much as we can for charity!

What about overseas stuff?

In 2018-19, AUBSU reached out to a company called Choose A Challenge, who organise overseas fundraising trips with lots of university RAG teams. We picked Choose A Challenge as they came recommended by SUBU and passed all due diligence checks (aka they have appropriate covers, documents and risk assessments). They also offer a range of overseas trips, as well as trips like the 3 Peaks Challenge, taking place in the UK.



In 2018-19, we opted for the 3 Peaks challenge to start us off and because it had the lowest fundraising target. We had around 11 students taking part, which is a lot for a small uni! They had to raise £650 each, which adds up to loads raised for charity!



How does it work?

- 1) Around May/June, we decide on which challenges we'd like to offer and liaise with Choose A Challenge
- 2) The RAG Team also choose which charity they want to fundraise for for each challenge from CAC's list of partner charities
- 3) We recruit a student challenge leader for each trip and they get set up to go to training in September
- 4) We set our first info meeting (for around W2 of term), where CAC come to campus to tell interested students more about the trip and how to sign up
- 5) We promote! We want as many people in that meeting as possible so do sign-ups at Freshers' Fair, using social media and other promo!
- 6) Students attend the meeting and those interested sign-up. They then have a year to meet their fundraise target.
- 7) We support fundraising! It can be tricky so doing joint events and providing support is really important!
- 8) The charity should also support fundraisers and hold workshops throughout the year
- 9) There's a briefing meeting nearer the time of the trip to ensure everyone is all prepped
- 10) The trip happens (over summer)!

Who does what?

Lots of RAG Teams opt to assign official roles to their members. This is usually a good idea, as it makes it clear what someone’s responsibilities are and it’s easier to keep track of what’s getting done. Here are some positions that other teams have but again, think about what works for your team and play to your strengths and weaknesses.

Committee roles you might want to create:

Vice-President

Treasurer

Secretary

Outreach Officer

Challenges Officer

Marketing Officer

Design Officer

Raids Officer

Social Secretaries

Events Officers

Communications Officer

Hey, you should come to this thing. Sounds like it's going to be pretty chill.

RAG Officer

During elections every year, AUB students elect their new sabbatical officers of the SU (President & Vice-President), as well as a range of officer roles. One of these roles is RAG Officer, so there’s already an elected leader of the RAG Team. You’ll work closely with them over the year and might want to think about running for the position in March for the next academic year.

More people, more engagement

One of the key things to remember is to utilise other people. AUBSU has lots of clubs & societies that could hold a themed fundraiser.

Our clubs & socs are generally up for new ideas and things to do so approach them and hear out their ideas or get in touch with a society that is relevant to an event you’ve already organised.

We also have Exec Officers, who lead on campaigns and events throughout the year. Get in touch and see if they want to do a fundraiser at some point in the year.

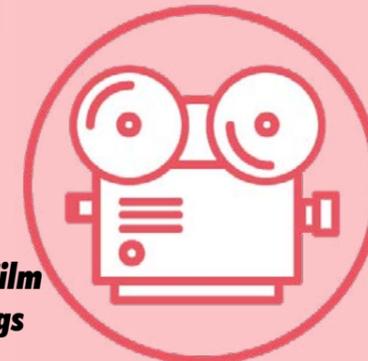
Also, you might want to reach out to BU’s Rag Team and see if they want to collab on bigger events. Basically, use your initiative and contacts and get people involved!



Murder mystery fundraiser night with Games Society



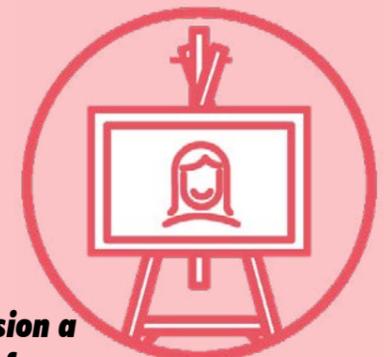
Buy a poem for your Valentine



Charity Film Screenings



Sponsored Football Keepy-Up Marathon



Commission a portrait for a donation

How do we do stuff?

A RAG team can do loads of stuff and every university RAG team is different because they have different students. Largely, it's up to you guys to organise what you want to do and to make it happen.

Here's some how-to info for things that you're likely to want to do - for everything else, just pop into AUBSU office and we'll have a chat about your ideas.

What should we do?

We've done some sneaky looking around and here are some RAG events that other university groups are doing. Don't let this list limit you though! It's just to help get you started and spark some ideas. Get creative and think up some new ones!

- Hitchhike challenges: Jailbreak (get as far away from AUB as possible), LOST (get back to AUB from a mystery location in the UK) – all without spending any money on travel
- Skydives
- Overseas Challenges (these are organised by an external company)
- Auction of promises, where students, staff, companies, business to offer goods or services to be auctioned
- Bake Sales
- Events, such as gigs, screenings, comedy, quiz nights etc.
- Marathons (non-stop skipping etc.)
- Colour Runs
- Break a Guinness World Record (Warwick Uni recently attempted the biggest blanket fort)
- Fun Days
- Scavenger hunts
- National holiday related activities (roses delivered for Valentine's Day, Easter Egg Hunt)
- Sponsored... anything!
- RAG Week: Lots of unis have a RAG Week, a whole week of RAG activities and events, as a big fundraising push.

We recommend planning your RAG programme for the year as soon as you can, setting timelines and goals. The most important thing is to be realistic! Focus on a few key events and everything else can be extras!

Room & Venue Bookings

Room Bookings:

All room bookings for Club/Socs & RAG must go through the SU. The University Room Booking Department will not accept direct requests from students, even for one-off room bookings. Our Activities and Communities Coordinator will ask you for your room booking requests and pass these onto the University.

Unfortunately, we cannot guarantee your requests, as priority goes to lectures, but we'll do our best to accommodate you or find alternative rooms. This also means that we have to wait a while for all academic room bookings to be confirmed before we are notified of student group bookings but we will tell you as soon as we know!

If your room booking request is a one-off, please try to give us as much notice as possible - at least a week in advance.

Arts Bar/Canteen:

For some other get-togethers you may find that the Arts Bar or the canteen suits you better. These spaces can also be booked out through the SU. Remember that these areas can't be booked exclusively and will always remain open to other students.

AUB Courtyard:

To book a courtyard slot (12-2pm) just email or pop into AUBSU. Slots do tend to get booked up so the earlier you book the better.

Off Campus Activities

You'll need to give the SU at least 2 weeks' notice so that all paperwork and risk assessments can be sorted (1 months notice for International trips). Please do ensure that you do let AUBSU know about off-campus trips to make sure you're covered by insurance and in case of emergency!

The following [documents](#) must be picked up from the SU officer and returned a minimum of 1 week prior to departure of your trip:

- Risk Assessments
- Contact & Emergency Contact List
- Itinerary



RESERVED

So how do I go about organising an event?

We know that events are all different so unfortunately we can't give you a perfect playbook to go by. Rather, we've come up with a few key pointers that often get overlooked to make sure you're thinking of everything. If anyone has any pals in Events Management then go and pest them...

Initial Planning

When first planning an event, you need to be sure to have a clear aim in your head about what you want to achieve. Make sure you identify:

- which cause are you fundraising for?
- what will the activity will be?
- when would be the most effective time for it to take place?
- who's your target audience?
- who can help you? - find allies!
- what's your budget? Can you identify any hidden costs now?
- how much engagement do you need to break-even/make the event worthwhile?

We suggest setting yourself a target. This will help keep you focused & motivated and give you a better understanding of what 'success' is! Your target could be a fundraising goal, amount of attendees or something else (so long as it's measurable).

Logistics

This is the nitty-gritty stuff that is usually the most boring stuff. It is super important though - it's awful to see months of planning go to waste because of a bit of rain!

- Think about your profit margin: what are you asking people to pay vs what are they willing to pay. You want your event to be **both** profitable and accessible
- Know your cause: people are more likely to part with their cash if you can persuade them why they should and the impact it will have
- Think about wet weather provision. This is England remember.
- Assign clear roles: people need to know what is their responsibility and you need to know that everything is covered

Don't forget the small but essential things: risk assessments, health & safety, data compliance, secure money collection, food & drink safety, access to toilets and to water etc. etc.

Event Checklist



- By now, all the important logistics should be sorted. That includes risk assessments, bookings, permits and permissions.
- Artwork and promotional material should be complete and ready to go so...
- Begin your promotion! Think posters, flyers, social media, videos, word-of-mouth,

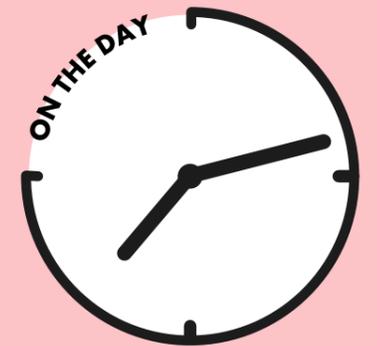
- Keep posting in your Facebook event to maintain interest and promoting your event in every way that you can
- Allocate responsibilities for the day itself so you know who is staffing what and that you have enough people
- Create a running order for the day to help you keep track - larger events can get hectic on the day so this will prevent you from forgetting anything important



- Send reminders to everyone involved, especially external organisations/helpers that may have forgotten
- Make sure everyone working the event has your contact details and can get hold of you in case something comes up
- Confirm any details that you're waiting on. By now, you want everything sorted and ready to go
- Keep promoting!!



- Arrive early and ensure everything is set-up in good time
- Chill out a bit & take a breather before the event starts
- Run your event (but make sure you enjoy it!)
- Record the event in some way - take a few snaps, post an Insta-story etc.
- Don't forget take-down and to tidy up after yourselves



AFTER

After the event, have a debrief with your team and celebrate your achievements! Identify what worked well and what to change for next time. Then say thank you to everyone that helped you & show your appreciation. Finally, show impact: tell attendees how much money was raised and show them the difference they've made!

Rules & regs specific to RAG

There are some laws (yes, actual laws) that are relevant to RAG especially so take extra time to read through this information to make sure everything you do is above board. We know it's a lot but it's really important for anyone working on RAG to know

Charity Donations

One of the most important things to remember is that under charity law, **charities cannot gift to other charities** (be it money or resources) without due cause or circumstance. Oxfam would not be able to support a Life Boat appeal, for example, nor would Greenpeace be able to organise fundraising events on behalf of Shelter. Now this does make sense – you wouldn't be happy for the money you donated to Oxfam to go towards a Life Boat charity. However, the complications arise when you realise that AUBSU is legally a charity. **The solution to this is to ensure that all charity fundraising is led by and organised by students, not the SU.**

Therefore, when other clubs and societies want to fundraise for a charity, we ask that they collaborate with RAG to ensure the legality of this. For example, the Outdoors Society may want to fundraise for the Dorset Wildlife Trust via a sponsored kayaking event. All we ask is that this event is recognised as a RAG collaboration. The RAG Team aren't expected to contribute anything to the event (unless they want to!) and do not have any say on the event.

That being said, we are a small uni and it may be beneficial for everyone involved if you were to collaborate and support each other. You'll have experience and knowledge to help with fundraising events and the more people helping and promoting the more money that will be raised for a great cause!



Trading

As an extension of the above, **the RAG Team is not permitted to buy and sell items on behalf of charities**, as this is also a breach of charity law. This is because the union would be seen to be providing a deposit for the resources. Therefore, AUBSU would not be able to purchase anything that was likely to be sold on at a later date. This can cause an issue for RAG when you buy something like t-shirts to be sold to in exchange for event-tickets and to make extra profit.

There are some solutions to this, first: **suggested donations**; a suggested donation does not indicate a trade but rather shows that it is the receivers' choice to donate to charity, regardless of the incentive. Second, **plan ahead**. As a society, you have a pot of money that you can add to and spend. Think about whether you want to keep some money back to contribute towards further fundraising efforts, resources etc.

Physical Fundraising

It is illegal to collect money for charity anywhere physically, such as bucket collections, without permission (usually in the form of a permit) from whoever is responsible for the area. Before you do any fundraising of this kind, **make sure that either you or your chosen charity obtains a permit**. For most public places, this will either be Poole or Bournemouth Council. For campus fundraising, talk to AUBSU. Generally permits will take a minimum of two weeks but it will often take longer so make sure you plan well in advance and have patience!

Whilst collecting physically, there are a lot of laws regarding what you can and cannot do. As mentioned, the most important of which is that you must have a permit (collecting without a permit is an act of fraud and could see you arrested/the money confiscated). **You will need official, sealed collection buckets/tins**, with a print-out logo/name of the charity you are raising money for, accompanied by the charity number, taped to the collection bucket/tin.

There are other **laws around harassment**. Namely: you must not shake your bucket, you must not ask individual members of the public for money, you must not approach members of the public. The general advice is to stand somewhere, stationary, and speak at crowds walking past, making occasional eye contact – or speaking to individuals to ask them how their day is but not requesting money.

We know this can all seem rather daunting but once you're clued up it should all become second nature. **If you do have any doubts, it's best to double check with AUBSU**, who can provide some guidance and advice. As a member of the RAG Team, it's your responsibility to educate and brief new members and fundraisers.

Creating HYPE

We can't stress enough how important promotion is. Too many times a great student-led event has been let down by last-minute promotion. Therefore, when promoting anything, whether you're developing awareness of RAG in general or planning an event, make sure you are thinking about promotion – lead time, channels, time to create resources etc.

AUBSU will be promoting our RAG events generally throughout the year but we need notice and info so let us know all the key details plenty of time!



Here's how to promote RAG:

- Keep your webpage updated on aubsu.co.uk/activities
- Design some posters & flyers that can be used in print and online
- Keep your Facebook group updated with new posts – potential new members will be put off if a page doesn't look active
- If you want portrait A3 posters put up around uni then drop them into AUBSU 2-4 weeks before your event (max 10 posters)
- If you want to book a courtyard slot then let AUBSU know as soon as possible. Slots tend to get booked up fast so get something in our diary!
- When doing promotion on the courtyard, make sure it's interactive! Just handing out flyers won't cut it anymore. Do something to get people engaged.

Top Tips for Promo

Our savvy marketing and event staff have given us some top tips to share with you so you can get the most out of your promotion efforts:

- Posts with photos and gifs perform the best, as do videos
- Facebook and Twitter algorithms are more geared towards landscape oriented photos/images, and they will generally present much nicer in landscape mode than portrait
- Make sure that in each of your posts you include either a call to action, or a link for people to click on to find out more information. E.g "Get your hands on tickets for our film screening here: aubsu.co.uk/filmtickets"
- As a general rule of thumb, we have found that most students are online during the following times: Mon-Fri – 2-8pm, Saturday – 12-6pm, Sunday – 5-11pm
- Try organising a bigger, one-off event to get people hooked – once they come along, they're more likely to come again.
- Meet regularly – people will lose interest if you drop off the grid
- Don't underestimate word of mouth!
- Give interested members roles and responsibilities to keep them invested in RAG



***If in doubt, animal GIFs
always go down well.***

The Fun Stuff (...This is actually very important so read this!)

AUBSU has public liability insurance that covers most RAG events. The insurance is subject to certain requirements and it is necessary for all members to adhere to them in order to be covered. Any activity/event you organise is bound by your constitution, AUBSU, and, by law, the Health and Safety at Work Act 1974.

Committees have a Duty of Care towards members and everyone who may be affected by their activities and events. You must take reasonable steps to prevent foreseeable harm.

A Safety Framework:

- At least one member of the RAG Team should undertake online training on risk assessments.
- All equipment should be logged and recorded, indicating when it was last used and that it has been properly stored, serviced and tested at reasonable intervals.
- There should be a register in AUBSU of all members out on trips. Details should include contact number in case of emergencies.
- You should have access to accident report forms and should know what to do with them.
- Everyone has a responsibility for safety.
- There should always be a first-aider present for activities, trips and events.



Fire = bad.

Risk Assessments

Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999. Risk assessment is the process of recognizing hazards and analysing what risks they pose to individuals. We offer online risk assessment training. You can get risk assessment forms and further advice on how to complete them from the AUBSU Office.

It is your duty to prevent foreseeable harm.

Data (and this - it's the law!)

All Students' Unions have to comply with the General Data Protection Regulations (GDPR) and its eight data protection principles, set out below. Data applies to any information that can identify a living individual and consent needs to be given to sort, collect and hold that information electronic or manually.

The 7 Principles of Data are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability principle



How does this affect you?

- You must know what information you have on your members and be aware of the confidentiality of it.
- Only official committee members should have access to members' data. Never give out names, addresses, telephone or email to anyone without the member's consent (even to other members of RAG).
- Keep all information stored safely and securely, limit the amount of people who have access to it.
- Limit the amount of information you have on any member to that necessary for the purposes of RAG.
- You must only use the information for the intended purpose, not for anything else.
- Compliance with GDPR is a legal requirement and there could be penalties for non-compliance (financial and disciplinary) so if you are unsure of anything, it's best to check!

Going Green

Here at AUBSU, we're pretty fond of the planet and do our best to do our bit for environment. As a student-led group, you have the chance to make a huge impact so we're asking you to think more sustainably about your actions and how to be a little greener.

Here are a couple of suggestions of how your Club/Soc can be more environmentally friendly:

- Actively participate in or collaborate on a Green Team initiative
- Make an effort to track and reduce RAG's carbon footprint – that could be by printing and using less paper, using public transport for off-campus meets or using local/ethical suppliers
- Create an environmental campaign linked to RAG!
This could be fundraiser for an environmental charity, which raises awareness and engages students in Green issues, as well as money for the cause
- Publicise the sustainability work that you've engaged with and get other students involved



Dollar Dollar

AUBSU has a pot of funds reserved for RAG initiatives. Just remember that this can only go towards enabling resources (such as coaches and promo materials) not items to sell, as covered in the rules & regs section of this guide. Chat to AUBSU about what you might need for an activity and they will let you know how they can support the activity.



- You will want to make use of fundraiser host sites, such as Just Giving, for sponsorship events. These sites will often allow you to create a team page so all fundraisers can link to the team page and see their collective fundraising total.
- You can do cash-collection at events but the money needs to be handled safely and securely. You'll need to keep the cash secure and hand it into the SU office as soon as possible after the fundraiser.
- AUBSU will transfer all fundraised cash to your chosen charity through your RAG SU account. Do not do this yourself.
- Any money granted from AUBSU that is unspent at the end of the Academic year will be reclaimed by AUBSU. Any unspent funds raised by RAG will be donated to your chosen charity
- RAG may not hold an external bank account or hold cash reserves of Club/Society money, all funding must come to the SU for banking.
- To make a withdrawal or request for expenditure, 2 signatures are required from the RAG Team committee members.
- Money can only be spent on things to further the interests of RAG and must benefit all members.
- If at any point any Club/Society goes overdrawn the committee members will be required to attend a meeting with the SU President where they will outline their plan to reimburse the money.
- Try and keep track of your finances (incomings, outgoings and donations) yourself. If you need to check anything or want an overview of your finances then contact AUBSU.



We want to buy something for our Club/Society...

Will it benefit all members of your Club/Soc?

→ You bet

Do you have enough funds in your account?

Probably not...



It's part of SU policy that finances can only go towards the general benefit of students but there's nothing stopping you from paying for things yourself... Like if you want to take your club/soc to dinner then find somewhere affordable and just go!

Er, no

Not sure

Yes!

Check with AUBSU

Er, no

Yes!

Withdrawal Authorisation

Fill out a withdrawal form and get two committee members to sign it. Bring it to AUBSU and they'll sign it off

Have you thought about fundraising or sponsorship?

Fundraise money for your cause - there's loads of ways you can do this from quiz nights to bake sales. Chat with AUBSU if you need ideas or want to book the courtyard

You can reach out to local businesses to see if they'd be willing to sponsor you. AUBSU have a sponsorship agreement for you to use if you find a sponsor

Write a proposal and apply for funding from AUBSU

AUBSU has a small pot of money reserved for funding requests for clubs/socs that need a little help funding equipment, resources and special activities/trips. Collect a proposal form from AUBSU to submit to the exec committee

Then

Order through AUBSU

Pop into the office or email the details to AUBSU and they can order stuff for you online and get it delivered to the office

Get it reimbursed

If you're tight on time or have an on-the-day purchase you can seek permission from AUBSU to buy something and get it reimbursed - just don't forget a receipt!

If you're not sure about how to order something or have any questions, just ask AUBSU

How do I make stuff happen?

Well that was a lot of words... So now is the time for action! Here are a few tips to get you started:

- Chat to AUBSU's Activities and Communities Coordinator, Nuala. She'll share some advice and support you throughout the organisation of your activities
- Get active online! New members and potential fundraisers want to see that you're engaged and active so post regularly and show that you're doing things. Make sure you make it clear how to get involved too
- Set a fundraising target. This will give you a goal, a motivation and something to work towards
- This is up to you but we recommend you pick 3 key RAG events to do this academic year and focus on those. If there's time for more then great but at the end of the year you can at least say that you did 3 amazing events all in the name of charity



Final Checklist of Important Things You Need To Do This Year

- 1) Meet with AUBSU and sign your Constitution and Code of Conduct
- 2) Attend Freshers' Fair and get new members!
- 3) Do loads of fun stuff
- 4) Attend a bi-annual catch-up with AUBSU
- 5) Attend Refreshers' Fair and get more members!
- 6) Think about whether you want to run for next year's RAG Officer in the March Elections
- 7) Hold an AGM in March/April to elect next year's committee & plan 2020/2021
- 8) Make AUBSU a goodbye card to say how awesome they've been
- 9) Celebrate your successes and all the money you've raised for charity!



Where can I get help?

Finally, remember that you aren't alone! You have your team and lots of other support:

AUBSU Staff (Students' Union)

We have dedicated and knowledgeable staff here at AUBSU that can support you with a whole range of things. Pop into the office to bounce ideas around or reach out to get a hand with a risk assessment. We'll help where we can!

Your key contact for everything RAG will be AUBSU's Activities and Coordinator, Nuala. You can pop into the office to chat (9am-4.30pm) or email her:

nclarke@aub.ac.uk (AUBSU general email: studentunion@aub.ac.uk)

SU Sabbatical Officers & Exec

Your elected officers are keen to see more RAG activities at AUB so chat to relevant officers if you want support or advice.

Jordan, SU President: jverdes@aub.ac.uk
Stella, Vice-President: skajombo@aub.ac.uk

AUBSU also has a RAG Officer that leads the RAG Team so you should have regular support from them too!

RAG Partner Charities

Your chosen charity should offer some support to your events, whether it's getting you a fundraising permit, offering a training session or posting through some charity resources. Reach out and keep in touch. You're doing a lot for them so they will want to help!

We'll also be running training sessions throughout the year that you may find useful. Keep an eye out for opportunities! You can find useful documents [here](#).