

Name of Your Club or Society

Description about Your Club or Society

Student Name and Student Email for Club/Society Lead(s)

Student Name and Student Emails of the First 6 Members

Starting a Club or Society

You need a total of 6 enrolled students (visitors and staff may come along to events or be involved in some activities but cannot actually join Clubs/Societies officially) to become an official Club/Society; this is most often 1 Club/Society Lead and 5 Members but there can be multiple Club/Society Leads if you wish. You are also welcome to email with more than 6 total members, the more the merrier. You are also welcome to advertise the Club/Society in AUP groups and chats on social media to gain members also.

The description of your Club/Society will be used for the website and any potential advertising materials, or if a student wants more information, so it's best to make sure this is friendly and fun but also informative about your Club/Society and what your activities may be. There are plenty of examples from current groups on our website if you need help with this - and you are welcome to get us to look over it for you too. It can be amended as the group grows and changes, so let us know if you want to update it.

Students names and ID numbers/emails need to be accurate to the AUP system aka whatever their name is displayed as (not a nickname or chosen name) as this is how they will be added to the group.

Once you have submitted this information, via the email form or a printed physical copy handed into the Student Union Office, it will be reviewed for approval, then it will become an official Club/Society.

What Happens Next?

Once the Club/Society is official, it will be added to the AUP SU Website, Clubs and Societies Sign Up Form and a Google group email will be created for the society. The group email will be 'owned' by the Student Union staff but anyone who is in the group can email and all members will see this communication. To contact, you simply email as you would another person or team at the University.

Funding

If funding is needed, you can email us explaining what you'd like purchased and what it's for, then we will see if it's viable and either purchase it for you or find an alternative which we can purchase. You may ask for something that we already have, so instead we can loan you something too. We cannot always guarantee we'll be able to purchase your request, but many students will fundraise this or group together to invest.

Booking Spaces

For Room Bookings, rooms in the University can be booked via the Room Bookings email address (roombookings@aup.ac.uk). The Students' Union can only be booked directly through this email address (studentsunion@aup.ac.uk). Please note you need to speak to Student Union staff before booking any room in the University.

How It Works From There...

Clubs and Societies at Arts University Plymouth are entirely student-led and supported by us, so you are free to run your Club/Society however you want to. You are welcome to create your own logo, social pages, etc. Please do always keep us in the loop, but don't feel you have to ask our permission for everything you do - just always make sure you are keeping within the Student Code of Conduct (which I'm sure you will do!). We try to put all events on the events tab, to make students aware, so please do let us know what you have planned, in advance of the event or activity.

We are happy to share anything you want us to, advertise any events via the Union socials and website, support with any activities, competitions, etc. or help/advice you with anything else you want to do. You can also chat to us about your ideas for events or activities, and we can work with you on these too.