



University of Lincoln Students' Union Trips and Events Policy for Societies, Sports Clubs, Campaigns Networks, Volunteer Groups and Representatives

Introduction

This policy outlines the requirements governing all trips and events organised by University of Lincoln Students' Union (ULSU) Societies, Sports Clubs, Campaigns Networks, Volunteer Groups, Representatives, and those taking part in an Academic Opportunity.

Glossary

The following gives clarification on the definitions within the policy:

- Group(s) – referring to the relevant Society, Sports Club, Campaigns Network or Volunteer Group.
- Staff Contacts for respective Groups, Representatives, or Academic Opportunity participants are listed below:
 - Sports Clubs – Activities Manager - sports@lincolnsu.com
 - Societies – Activities Manager - societies@lincolnsu.com
 - Campaign Networks – Employability and Campaigns Manager – campaigns@lincolnsu.com
 - Volunteer Groups - Employability and Campaigns Manager – employability@lincolnsu.com
 - Representatives – Student Voice Manager – studentvoice@lincolnsu.com
- Group Member – A member of or participant within a Society, Sports Club, Campaigns Network or Volunteer Group organizing an event on behalf of that cohort.
- For the purpose of this policy, 'Trip(s)' is defined as anything a Group, Group Member, Representative or Academic Opportunity Participant organises which takes place outside the City of Lincoln.
- For the purpose of this policy, 'Event(s)' is any event a Group, Group Member, Representative or Academic Opportunity Participant organises which takes place within the City of Lincoln.

Events Procedure

A Group, Group Member, Representative or Academic Opportunity Participant proposing an event must complete an Event Form available via the Student Dashboard or by emailing their relevant Staff Contact. This must be completed and provided to their relevant Staff Contact, a minimum of five working in advance of the event. The form will then be reviewed by that Staff Contact.

If the Event Form proposes a Guest Speaker, it must be submitted 10 working days prior to the event, in line with the ULSU External Speakers Policy. Further information on events including External Speakers may be found within that policy.

Only once the form is approved can the Group, Group Member, Representative or Academic Opportunity Participant progress with organising the event as proposed.

Trips Procedure

A Trip Form will need to be completed and given to the relevant Staff Contact no later than five working days prior to the Trip; this form is available via the Student Dashboard or by emailing their relevant Staff Contact. Where a Group is organizing a Trip, this form must be completed by a Committee Member.



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If the Trip Form is approved, the Group, Group Member, Representative or Academic Opportunity Participant in question must then provide:

- A full list of attendees
- A completed Purchase Request for Transport, as per the ULSU Transport Policy
- A full itinerary if an overnight stay is included

Any trip that involves leaving the United Kingdom must adhere to the ULSU Foreign Travel Policy.

Only once the form is approved can the Group, Group Member, Representative or Academic Opportunity Participant progress with organising the Trip as proposed.

Declination of an Application

An Event or Trip form will be declined if:

- any External Speaker fails to agree to the Terms & Conditions as outlined within the External Speakers Policy
- a suitably comprehensive Risk Assessment is not completed alongside the form
- the Event or Trip is deemed by the Staff Contact or ULSU to be too high risk
- any students, visitors or member of the public's safety is at risk
- the information supplied within the form is deemed to be insufficient or inaccurate

If a Form is declined the Group, Group Member, Representative or Academic Opportunity Participant must not proceed with organizing, attending or running the event or trip in question. The relevant Staff Contact will contact the Group, Group Member, Representative or Academic Opportunity Participant in question and explain the reason for its being declined and offer support in finding a solution.

Should the Group, Group Member, Representative or Academic Opportunity Participant proceed with organizing, attending or running the event or trip once declined, they may be subject to disciplinary action in line with the Student disciplinary procedures for member(s), Committees, Societies and Sports Clubs forming part of the Code of Conduct of the Students' Union.

Should the Group, Group Member, Representative or Academic Opportunity Participant require any assistance with completing the Form in question, they should discuss with the relevant Staff Contact.