



SOCIETIES

#LIVELOVESOCIETIES



2016
Committee
Guidebook

societies.cit.ie



What is the role of a committee?

To organise and coordinate the activities for the society

This involves calling meetings, setting dates for events, booking activities and dealing with every aspect of an activity or event to ensure it runs smoothly.

Each committee member should have a specific role to ensure all aspects of the societies operation is covered.

The very best of activities that have

been run in CIT have been carried out by a society committee that hold official committee meetings regularly (at least once a week), and had involvement from the whole society.

Enthusiasm is catching, if the committee is passionate about the society, other students will want to be part of and contribute to it.

Being a committee officer means....

- Directly receiving information from the Societies Office
- Responding to queries regarding your society
- Proactively being involved to try better your society

Benefits of being involved

Long Term

Feedback from potential employers shows that having a societies committee position is A plus for your CV when shortlisting candidates.

The experience you gain gives your practical examples to use in interviews of how you can be responsible, work within a team, ability to manage finance & budgets.

Every committee member that successfully fulfil their role throughout the year are awarded with an official college certificate of merit to mark the achievement at the Societies awards held in Semester 2.

Short Term

- 0 Meeting new people
- 0 Learning new skills
- 0 Subsidised activities
- 0 Enhancing college life

Who will support you?

AOIFE KELLIHER



Societies Officer
021 - 43355759
087 - 2073492
aoife.kelliher@cit.ie

FINTAN O'LEARY



Sports & Societies
021-4335767
fintan.oleary@cit.ie

Committee Officer Training

Officer Training Evening

Wednesday 12th October, 5.15-7.30pm

+ social night after, free
bowling and pool for your
committee to enjoy

Who should attend? All Committee Officers

Event Organisation - Checklist when organising an event and tips to make it easier.

Promotion & Communications - How to build your society reputation and how to talk to your members.

Spending your budget - How to approach a company to request a quote. What is an invoice and how can your society pay for services & equipment. How to best manage the budget.

Team work - How your committee will work together.

Office opening hours

Monday to Friday 9am - 5pm

Societies Office Services

The Societies Office is the key support service to all societies. There are dedicated computers and printers in the Societies Office for clubs & societies use only. The office also provides free use of telephone for booking events/transport, group text messages, loaning equipment, laminating, printing, photocopying, scanning, poster printing and more...

Campus Liaison Officer

Connecting the CIT campuses the *Campus Liaison Officer* will collect money to lodge, distribute posters, societies forms & general queries. The Officer will visit the CSM, CCAD and NMCI campuses once a week at a designated time.

Create a group texting list

This services allow you to send a text to all of your society members at a click of a button from the Societies Office. Create the list in excel in the format on right

The excel file is saved in the Societies Office where numbers can be added or removed from the list at any time throughout the year.

To send a message, call to the societies desk or email the message to Aoife & Fintan. Messages are limited to **160** characters.

Number
353872073492
353871234567
353877654321

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Food Reception

If you have a special society occasion that requires a food reception there are several options available to provide Tea/Coffee/Sandwiches/Pizza.

Agree the maximum amount of the budget to be allocated to cover refreshments and work to that amount.

For large orders for over 30 people it is important to give at least a weeks notice. The Societies Office always recommends getting hot food from a service provider to ensure health & safety standards are maintained.

If you are on a tight budget consider alternative ways to cater. CIT have an account with Musgraves or your budget for cold food may stretch further by purchasing supplies from a supermarket.

Tea/ Coffee

For small meetings (approx. 15 people) in the Student Centre Meeting rooms you can request to use the office Thermal flask and tea/coffee supplies.



Suppliers		Contact
4 star pizza	Pizza	021 454 6666
Apache Pizza	Pizza	021 434 7000
CIT Canteen	Tea/Coffee/ Finger food	Manager geraldine.osullivan@cit.ie
Dominos	Pizza	tadhg@maanofoods.ie 086 3990749
Centra	Catering from deli	021 454 1232
Nexus Market	Take away sandwiches	Call in and talk to Brenda
Subway	Take away sandwiches	Owen info@subwaycork.com 021-4968067

Booking a room

Common Room, Student Centre

(not possible to reserve for exclusive use, must remain open for other users)

The Nexus Hall, Student Centre

Student Centre, 75ppl

Student Centre, 400ppl seated

Curve Gallery, Student Centre

Student Centre, 80ppl seated

Meeting Rooms 1, 2 & 3

Student Centre, 30-50ppl

Each meeting room is fitted with integrated projector, screen & speakers.

To book a room in the student centre go online or talk to Fintan

<http://societies.cit.ie/committee/>



Library Building

Downstairs IT1, IT2 & IT3; Upstairs IT4 & IT5 www.mycit.ie/timetables/

Rory Gallagher Theatre, D Block

120 Seating; arts.office@cit.ie

James Barry Exhibition Centre, D Block

100 standing; arts.office@cit.ie

Poster printing & posting

Your society must organise the design of the poster. The most important information should be most prominent on a poster.

The 5 W's check

Who, What, When, Where, Why?

Professional Poster Printing

If your society is planning a significant event you can get your poster printed with a print company (*City Print*). The cost of printing 40 A3 colour posters is €35. Ensure your poster design is compatible with print standards. Any design using the CIT logo must be approved by CIT marketing before going to print

Printing in CIT Bishopstown

Email, google drive or USB the poster design to Aoife or Fintan in the Societies Office. Each event will be given x15 A3 posters and 100 A6 flyer. This facility is free of charge.

Where can I put up posters?

Student Centre - notice boards only; Nexus, common room, stairwells.

Main Building - Societies notice boards x 2, main corridor, department notice boards.

Library Building - Notice board in foyer

Drawing pins, blu tack & cellotape available from Societies Office...free!

Loaning Equipment

First impressions are lasting, so make your event look great, use the societies stand to get your event noticed.

A loan of equipment form must be completed when equipment is being taken off campus. Take out the cameras to record your epic event so you can upload pictures to your social media.



Flipboard



CIT Societies Graphic Stands & Podium



Video Camera



Ipad



Camera

And more...TV Screens, DVD player, Laptop



Cups



Power Leads



Projector



Portable Staging

Who is in charge?

While it is ultimately the responsibility of the Treasurer and Chairperson to be accountable for how a budget is spent, **every committee** member needs to be aware of procedures when dealing with money.

Committee Members
Decide on activities & events
Assist with collecting money
Query budget spending
Ask for budget updates
Attend Budget Meetings

Treasurers Role
Submit Budget
Make Lodgements
Request Payments
Keep Records
Report at committee meetings

Where is our societies budget kept?

After the budget meetings, the Societies Officer submits a proposal to CIT to request a budget to be allocated to each society.

Each society has a CIT subaccount. If the proposal is approved your society budget is transferred to your subaccount. This allows each society to operate as an official CIT society.

Income and expenditure is then added and deducted to this subaccount throughout the year. At any stage you can ask Cara O' Neill, *Sports and Societies Finance Administrator* Cara.ONeill@cit.ie for a print out of your society account to date. This is useful to cross reference with the Treasurer accounts.

Society Review Meetings take place in early Semester 2. The Societies board meet with each society and review progress of activities and budget spending. The treasurer must submit an updated record of accounts at this meeting.

Budget adjustments are made after the review meeting.

If your society has a proven record from Semester 1 you may be in a position to request a budget increase. Equally if your society has not been as active in Semester 1, the board may decide to reduce your remaining allocation for Semester 2 to redistribute to other societies.

Spending your budget

You can pay for societies activities in 2 different ways:

- A. Student Pays - Student is refunded from CIT
- B. Company issues Invoice - CIT pays direct from budget

A. Student Pays - Refund After

Student Pays

Payment is made directly to the company/business by the students. Paid in cash, credit or debit card. Important to request a receipt of payment.

Refund After

1. *Under €50 - Refund from Petty Cash*

The following must be submitted to the Societies Office;

1. Petty cash form
2. Receipt of purchase

Bring your signed petty cash form & receipts the Sports & Societies Desk for reimbursement.

or

2. *Over €50 - Refund by EFT (Electronic Fund Transfer)*

Money is refunded into the students' bank account. The following must be submitted to the Societies Officer;

1. A completed refund form
2. Bank details form
3. Receipt of purchase

Budget approval must be sought prior to any booking / order

Advantages	Disadvantages
Flexible - easy to cancel or amend a booking	Full cost has to be paid up front
Company receives instant payment	No definite commitment from members
Less follow up work after event	Each member must go to Societies Office for refund with receipt
	Some companies require deposit

B. Invoice

Contact the company and request to pay by **invoice**.

An **invoice** is a bill issued to CIT officially requesting payment. CIT settles the invoice directly from the funds in your Society budget.

An Invoice must include the following: Heading "Invoice", invoice number, date, company name, total amount & description. The IBAN and BIC bank details of the company must also be included on the invoice so the payment can be transferred.

Details on an invoice must be final, so ensure your numbers and costs are exact prior to asking for the final invoice. It is preferable for invoices to be emailed but can be accepted by post or fax.

Advantages	Disadvantages
Members only pay their contribution	Not flexible for cancellations
Many companies are already set up on the CIT accounts system for payment	Payment takes longer to process
Attendance number are reliable	A company may demand full payment prior

How are invoices paid?

It is **not** possible to pay a company in cash directly from the society budget.

Bank transfer - If the company has done business with CIT before they will already be set up on the accounts system. There is a list of sample companies available to view. If this is their first time they must submit a *New Supplier Form* along with the invoice. Download this form from online, the society USB key or pick up at the Societies Office.

Cheque - It is possible to issue a cheque but it is not preferable as it is being phased out of use.

It takes 3-4 weeks for a cheque payment to be organised as it required the signature of CIT President. For a cheque, the following details must be submitted to the Societies Office:

1. Invoice
2. Company Postal Address

Credit card - The CIT credit card can only be used to purchase flights and confirm an accommodation booking. If you require this facility please contact the Societies Office directly as you will need to provide complete details of the booking required.

Top tips for collecting money

Decide on **official collection details**: Amount to collect, date, time, and collection point location. You can borrow a money box and float from the Societies Office, just give a days notice.

Communicate details with your PRO to ensure details on posters, text messages etc. are correct
Give at least **1 week's notice** to members.

Take payment details on one list only. This avoids confusion and overbookings. Once you receive a payment, write down the student name, contact details and date when payment was received.

Take five minutes before and after to collect a money box from the Societies Office and to drop the money into the Societies safe.



Bring money collected to the Societies Office for safe keeping. DO NOT keep large amounts of money on your person at any stage.

Selling Event tickets online

CIT's online events page is where societies can ask students to sign up and pay for an event or activity online using their credit/debit card.

To get an event set up online complete the online form on the Societies Website <http://societies.cit.ie/committee/>

Details will be sent to Aoife in the office

CIT's online event page
<http://events.cit.ie>

Lodging Money to your Society subaccount

When you wish to lodge money to your society account, collect and bring it to the Societies Office and ask Fintan or Aoife for a lodgement envelope. (example below)

The money will be lodged and credited to your Society budget by Cara O'Neill the finance administrator.

Lodgement Envelope

Society: _____		<i>Lodgement Envelope</i>		
Description	Notes/ Cheques	Full Coin Bags	Loose Coins	Total
	€	€	€	€

All finance forms are available from the Societies Office, download from your societies Gmail drive or the Society USB key



Top tips for Treasurers

- ★ Keep copies of all invoices, receipts, refunds and petty cash forms.
- ★ Folder, pocket files, notepad, dividers are available free from the Societies Office on request for societies use.
- ★ Download the “treasurer accounts” template file from the society Gmail drive. <http://societies.cit.ie>. See sample on page 11
- ★ Keep the accounts record updated frequently to bring to committee meetings, to the budget review meeting and submit it as your final year report.
- ★ A copy of previous year’s invoices are saved to your society google drive for reference.

Questions a treasurer should answer

1. How much budget was allocated to the society?
2. How much of the budget can be contributed to each activity?
3. What payment method is required to pay for an upcoming activity?
4. Was the invoice for the last activity paid?
5. How much of the budget is remaining?

The Example Society Accounts 2016/2017

Entry number	Payment Method	Date	Description	€		Notes
				Debit	Credit	
1		01/10/12	Budget Allocation	€ -	€ 400.00	
2	Receipt	10/10/12	Film Subscription	€ 12.99		Oct monthly membership
3	Cash	19/12/12	Apache Pizza	€ 12.00		Film night refreshments
4	Invoice	12/03/13	Bus - Jerry O Brien	€ 80.00		Cinema trip to mahon point
5	Receipt	19/12/13	Film Subscription	€ 12.99		Nov monthly membership
6	Cash	10/04/13	Cinema tickets		€ 32.00	Cinema tickets €2 x 16ppl
7	Cash	12/04/13	Mahon Point	€ 96.00		Cinema tickets €6 x 16 ppl
8	Receipt	12/04/13	Screen Clicks	€ 12.99		March monthly membership
9	Invoice	01/05/13	MPLC	€ 200.00		Video performance rights
10						
11						
12						
Total				€ 426.97	€ 432.00	
Remaining credit over debit					€ 5.03	

The accounts sheet

Entry number - Number each line of the accounts for ease of reference.

Payment method - How was the transaction carried out?

Date - date that the event took place.

Description - What company/service is this payment with reference to?

Debit - How much was deducted from your society account?

Credit - How much was lodged/collected to your society account?

Notes - Any additional information that is important to keep record of i.e. how many people paid? how much was paid per person? what event was the payment in relation to

Remaining credit over debit - This is the amount of society budget left to spend.

HEALTH & SAFETY

Duty of Care

As the organiser of any Societies' events you have a legal **responsibility** to ensure that all activities are undertaken in a **safe** and **healthy** manner, as far as reasonably practical.

The application of health and safety is based on the principles of **Risk Management**. By identifying potential hazards and threats, the risk of an accident or incident happening is reduced. It is therefore necessary for procedures to be in place that will aid in the management of health and safety.

By doing so, you will have demonstrated a "duty of care".

*Information on how to carry out a **risk assessment** prior to an events is available from the Societies Office or download from online <http://societies.cit.ie/committee>*



Safe codes of practice

Make a **safety announcement** at the beginnings of any of your meetings or events and draw attention to safety exits.

Ensure **fire exits** are free from obstruction. Avoid overcrowding which could present a hazard in the case of an emergency.

Insure your committee members are familiar with the exits. In the event of an emergency ensure that everyone evacuates the building.

CIT Emergency Response Team 021- 433 6112

Going on a trip

For some activities the Societies Officer may require an **activity form** to be completed for insurance purposes. This form demonstrates that trip planning has taken place and shows evidence that the necessary steps were taken to show duty of care towards your members.

This procedure records basic information of all the students participating in an activity, names, student ID, and a contact number for next of kin. Also, if necessary, to include any relevant medical information. The form is completed prior to the trip and submitted to the Societies Officer. At the end of the trip a committee member must write a brief report of the trip and note any incidents.

INSTITUTE REGULATIONS

Every CIT Society and Committee Officer must abide by Institute Regulations. If a Society is holding an event within the Institute and is planning to have alcohol during the reception then they need to inform the Societies Officer in order for permission to be granted.

“If a club or society wishes to hold an event in the Institute where alcohol will be served, permission to do so must be obtained from the President, or nominee, seven days before the event is due to take place.”

Any Society that is found to be in breach of Institute regulations may find that its funding may be withdrawn and official society status reviewed by the Societies Board.

Please read Alcohol Guidelines below which states the rules and regulations that Societies and outside bodies are to abide by.

ALCOHOL GUIDELINES

- ... Alcohol advertising and promotions on Campus are limited to the advertising of brand names or the name of the manufacturers and are confined to Societies Office notice boards. Promotions and advertising of cocktail and happy hours are not permitted.
- ... Monetary funds will not be given to any group for alcohol or as a subsidy towards alcohol.
- ... No individual student group will be allowed to directly or indirectly seek monetary or alcohol sponsorship from a brewery or bar.
- ... All societies are to be encouraged to find an alternative to drinks companies and/or bar sponsorship.
- ... Under no circumstances are alcoholic products to be given as prizes for any event organised by any group within the Institute.
- ... Drinks Company Representatives are not permitted to operate on the Campus of the Institute.
- ... The practice of material sponsorship in the form of kegs is possible off campus when monitored by an employee of the Institute – non-alcoholic drinks are also to be freely available at these events.
- ... The consumption of alcohol in public places on campus is prohibited.

Foreign Trips

This relates to any society trip outside the island of Ireland. Funding for this is considered separately from the Society budget.

Funding for foreign trips are considered on a case by case basis. Contributions awarded range from 10-25% of the total cost per person.



To apply a completed *foreign trip form* and proposal must be submitted to the Societies Office prior to the trip taking place. The proposal must include details and evidence of costs or quotes as well as the complete itinerary of the trip. A list of all students names, ID numbers, and next of kin in case of emergency is also necessary.

Social Media

The Societies Office must be made aware of official social media channels set up for your society. Any society operating through social media must abide by the guidelines as outlined by the relevant CIT Social Media Policies <http://marketing.cit.ie/socialmedia>. Committee officers who have access to administration of social media accounts are bound by the [Moderator Guidelines](#) and policies of CIT.

- Importance of a Facebook page vs profile
- Consider the Internet the same as you would post to a bulletin board
- Be aware of the *Notice and Take Down* Procedure
- The Internet remembers!



Hoodies

The Society budget cannot subsidise Hoodies in any way. Your society members, including committee members, must cover the full cost of each hoody. Your Society can purchase hoodies from any provider, through The Nexus Market Shop is the most convenient as most samples are in stock.

The Societies Office has 2 requirements for each order:

- That the full cost of a hoody is collected from the students **before** placing the order. Lodge this money to your society account.
- The text on each hoody includes the name of your Society.

Societies Awards - 30th March 2017

The Societies Awards will take place **30th March 2017** to acknowledge the contribution of all societies and their committee members.

Each active committee member is presented with a *Certificate of Merit* in recognition of their contribution to CIT throughout the year.

Details of previous award winners is on display in the Societies display cabinet in the Nexus hall in the Student Centre, CIT Bishopstown.

Awards Presented

« <i>Society of the Year</i>	« <i>Most Improved Society</i>
« <i>Best Academic Society</i>	« <i>Individual Supreme Award</i>
« <i>Best New Society</i>	« <i>Individual Contribution Awards</i>
« <i>Supreme Event</i>	« <i>Best Fresher</i>
« <i>Risam Úile</i>	
« <i>Best Small Event</i>	

Societies in other Colleges - BICS

The National Societies Awards recognises the huge effort made by the many individuals and committee groups who run student societies across Ireland.



Winners of the CIT local societies group awards and the Supreme Individual award go forward to represent CIT at the BICS National Awards which will take place on 12th & 13th April 2017

Previous BICS Winners from CIT

2015/2016	Martin Crowley 'Best Individual'
2014/2015	Megan Cronin 'Best Individual'
2014/2015	Stephanie Fogarty 'Best Fresher'
2014/2015	Musical Society <i>Carrie the Musical</i> 'Best Event'
2013/2014	International Students Society 'Best Society - Cultural, Academic & Social'
2013/2014	Music 'Most Improved Society'
2009/2010	LGBT 'Most Improved Society'
2008/2009	International Students Society 'Best Society'
2006/2007	International Students Society 'Best Society'

My Society Schedule 2016/2017

September					
	Mon	Tue	Wed	Thu	Fri
Week 1	12	13	14 <i>Societies Day</i>	15 <i>CSM Societies Sign up</i>	16
Week 2	19	20	Freshers Week		23
			21 <i>Crawford Societies Sign up</i>	22	
Week 3	26	27 <i>Budget Deadline</i>	28	29	30 <i>Budget Meetings</i>

October					
	Mon	Tue	Wed	Thu	Fri
Week 4	3 <i>Budget Meetings</i>	4 <i>Budget Meetings</i>	5 <i>Budget Meetings</i>	6 <i>Budget Meetings</i>	7 <i>Budget Meetings</i>
Week 5	10	11	SHAG Week		14
			12 <i>Officer Training</i>	13	
Week 6	17	18	19	20	21 <i>Conferring</i>
Week 7	24 <i>Conferring</i>	25	26	27	28
Week 8	31 <i>Bank Holiday</i>	1	2	3	4

November					
	Mon	Tue	Wed	Thu	Fri
Week 9	7	8	Mental Health Awareness		11
			9	10	
Week 10	14	15	16	17	18
Week 11	21	22	23	24	25
Week 12	28	29	30	31	

December					
	Mon	Tue	Wed	Thu	Fri
Week 13	5	6	Exam De-Stress		9
			7	8	
Exam	12	13	14	15	16
Exam	19	20	21	22	

Semester 2

Semester 2 start date
 Society Review Meetings
 CIT RAG week
 Business & Science Ball
 Engineering & Humanities Ball
 Societies Awards
 BICS National Awards

January 30th
 February 2nd, 3rd, 7th, 8th, 10th
 February 6th - 10th
 February 16th
 March 9th
 March 30th
 April 12th & 13th